



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

P. G. Waxman, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

June 5, 2018

- I. Senator Singer opened the meeting at 10:04 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. Flancbaum, Mr. Theibault, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E., Mr. Harry Robbins, Operations Manager and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on May 1, 2018, was made by Mayor Coles and seconded by Mr. Waxman. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending May 31, 2018**
The Authorities net position for the period ending May 31, 2018 is approximately \$1.2 Million which is approximately \$371,000.00 ahead of the Budget. The Authority's operating revenue is approximately \$5.8 Million. This is \$413,000.00 ahead of the budget. Revenues continue to come in through the water and sewer charges. The Authority still has the revenue increase due to the Woodlake Pump Station Sale. The Authority's expenses through May 31, 2018 are approximately \$4.6 Million. This is slightly higher than budget by approximately \$42,000.00. The main driver there is the high litigation fee and repair and maintenance. Senator Singer asked where the repairs

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are needed. Mr. Rappoccio said a lot of it was emergency repairs. Mr. J. Flancbaum said there were some emergency repairs but some of it goes back to the winter for the snow plowing which is budgeted in repair and maintenance category.

2. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$457,092.31. A **motion** to approve operating vouchers in the amount of \$457,092.31 was made by Mr. Waxman, seconded by Mayor Coles. On **roll call**, all members present voted, "Yes" with **noted abstentions. Motion Carried.**

3. Adoption of Audited Financials

There are copies of the Audit on the conference table. A meeting was held with the Finance Committee last Thursday to review the financials. There were no audit findings. It is a clean Audit and the Authority is in fine shape. Mr. Bauer said that the Audit went very smoothly. The only thing that we were waiting for was the Pension Actuarial information which came out in the beginning of May. This information was needed to prepare the Audit. One thing that will impact the Authority in the future is noted on page sixteen. It is the adoption of Statement No. 75 which is the accounting for the financial reporting of post-employment benefits plan. Actuarial reports were prepared under Statement No. 45. The Authority has been accumulating money in a separate cash account based on 45. Now they are completely throwing out Statement No. 45 and Statement No. 75 will come into play. The Authority will have to have the actuarial report done under Statement No. 75. Mr. Bauer assumes it will be calculated similarly to how the Pension is calculated now. It will be an actuarial calculation recorded under Liabilities. Mr. Bauer is not exactly sure how this will need to be handled and will not know what the impact will be until the actuarial report is completed. It will have to be completed before the next audit year. Senator Singer asked Mr. Bauer if the Authority has a proposal. Mr. Bauer said not yet. He will get one. Senator Singer asked if we know what has to be done. Mr. Bauer said the actuary will know what needs to be done. He has spoken to a few actuaries and they know what they have to do. Senator Singer asked if he can recommend one. Mr. J. Flancbaum said Aon was used last time. Probably we will have a proposal next month to present to the Commissioners. Mr. Bauer said that there were no findings with the audit and everything is fine. The Authority is in good financial health going forward for the capital projects that are in place. Mrs. Lapa read **Resolution #18-46 Acceptance Of 2017 Audit.** Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **roll call**, all members present voted, "**Yes**". **Adopted.**

4. Resolution updating earned Sick Leave Policy

Legislation was passed on March 12, 2018 on how to calculate earned sick leave for employees in public and private entities. Currently, the part time employees, interns, summer interns or temporary hires do not accrue sick leave. Going forward we will have to calculate one hour sick leave for every thirty hours of work. Senator Singer said that he voted against this, he does not agree with this. The Authority should not hire interns. Mr. Rappoccio said the only caveat to the interns is that they cannot use the hours accrued until they have worked 120 calendar days. Senator Singer said that usually interns do not stay that long. Mr. Rappoccio said that this does not affect full time employees. They accrue more sick days than this policy requires. Mrs. Lapa read **Resolution # 18-47 Lakewood Township Municipal Utilities Authority Rules And Regulations Update For Earned Sick Leave.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted.**

VII. Engineer's Report

Mr. Ponsi's Report

1. Update of Rules and Regulations

- Motion Approving Addendum #28

This is hopefully the last update of the BPU regulations regarding mark outs up to the meter. This is for adopting the details for the concrete meter vaults for any lines larger than two inches. At this time the Authority may approve Addendum No. 28 to the Rules and Regulations to create Authority details No. 43, No. 44 and No. 45 for meter vaults. Mr. Waxman asked if this is expanding the nightmare. Senator Singer said no, it is solving the problem. Mr. J. Flancbaum said that is for commercial and industrial properties. This will be installed at the property line. When a mark out is needed, we only need to mark out until the vault. Senator Singer said that this is a nightmare for everyone in the State. Mr. J. Flancbaum said that the BPU started sending out notice of violations on a larger scale than they ever have. Senator Singer said that people building did not want the expense of giving the Authority the as-builts, therefore the Authority cannot make mark outs till the meter, if the meter is located in the building. Now they will have to do their own mark outs. A **motion** was made by Mayor Coles, seconded by Mrs. Fish to update the Rules and Regulations. On a **roll call**, all members present voted, "**Yes**". **Motion Carried.**

2. New Hampshire Heights (*H&H, LLC-Jack Mueller*)

- Resolution Releasing Performance Guarantees

On December 12, 2017 the Authority received an emailed request for a performance bond release for the project. On June 1, 2018 the Authority issued a performance guarantee release letter detailing the conditions required for the performance guarantees to be released. At this time the Authority may release the performance guarantees for the New Hampshire Heights development conditioned on the Authority's letter of June 1, 2018. Mrs. Lapa read **Resolution # 18-48 Release Performance Guarantees New Hampshire Heights**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. The Avenue Shoppes Retail Development (*New Hampshire Holdings, LLC-Mark Chopp & Marcy's clothing*)

- Resolution Releasing Performance Guarantees

On May 2, 2018 the Authority received an emailed request to reduce or release the performance guarantees for the project. On June 1, 2018 the Authority issued a performance guarantee release letter detailing the conditions required for the performance guarantees to be released. At this time the Authority may release the performance guarantees for The Avenue Shoppes Retail Development conditioned on the Authority's letter of June 1, 2018. Mrs. Lapa read **Resolution # 18-49 Release Performance Guarantees The Avenue Shoppes**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

4. Locust 48 Lot Townhomes (aka Vine Grove) (*Real Acquisition, LLC-Menashe Frankel*)

- Resolution Releasing Maintenance Guarantees

This project is at the intersection of Locust Street and Vermont Avenue. This project's maintenance guarantee is expiring this month. On May 21, 2018 Remington Vernick issued a letter indicating that there are no outstanding punch list items. On June 1, 2018 the Authority issued a maintenance guarantee release letter detailing the conditions required for the maintenance guarantees to be released. At this time the Authority may

release the maintenance guarantees for the Vine Grove project conditioned on the Authority's letter of June 1, 2018. Mrs. Lapa read **Resolution # 18-50 Release Maintenance Guarantees Locust 48 Lot Vine Grove**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **roll call**, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer voted, "**Yes**". Mr. Theibault abstained. **Adopted**.

5. Vermont 54 Unit Subdivision (aka Harmony Grove) (Locust Acquisitions, LLC-Menashe Frankel)

- Resolution Releasing Maintenance Guarantees

This project is next door to the Vine Grove project. This project's maintenance guarantee is expiring this month. On May 21, 2018 Remington Vernick issued a letter indicating that there are no outstanding punch list items. On June 1, 2018 the Authority issued a maintenance guarantee release letter detailing the conditions required for the maintenance guarantees to be released. At this time the Authority may release the maintenance guarantees for the Harmony Grove development conditioned on the Authority's letter of June 1, 2018. Mrs. Lapa read **Resolution # 18-51 Release Maintenance Guarantees Vermont 54 Lot Harmony Grove**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **roll call**, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer voted, "**Yes**". Mr. Theibault abstained. **Adopted**.

6. 1925 Swarthmore Building Addition (Sporrelli, LLC-Thomas Spina)

- Resolution Accepting Developers Agreement

In April 2018 a developer's agreement meeting was held at the Authority. The unique items for the agreement are: 1. The Developer agrees to provide As-Built drawings up to the building instead of to the property pursuant to the BPU regulations. 2. The Developer agreed to repair/modify the existing services at the property line including providing cleanout. 3. The Developer agrees to post a cash bond until the items are addressed. Senator Singer asked who this is. Mr. J. Flancbaum said it is Thomas Spina. The company prints labels. Mrs. Lapa read **Resolution # 18-52 Authorizing The Execution Of A Developer's Agreement 1925 Swarthmore Building Addition**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

7. Pine Belt Subaru New Building (New Hampshire Avenue, LLC-David Sickel)

- Resolution Accepting Developers Agreement

On May 3, 2018 a Developer's Agreement meeting was held at the Authority. The unique terms for this agreement are: 1. The Developer agrees to construct a water main across their frontage along Route 88 from New Hampshire Avenue to the end of the next property, to connect to the Authority water main there. 2. The Developer will own, operate and maintain a private sewer lateral that is going across their property and another property to tie into a sewer main. 3. The connection fees may be paid at time of connection instead of final approval. Senator Singer questioned why this is being changed. Mr. J. Flancbaum said that it is typically being done over the last number of years. Connections are really payable at time of connection. For an applicant/developer to come up with that much money up front, before anything was done, is unreasonable. Mrs. Lapa read **Resolution # 18-53 Authorizing The Execution Of A Developer's Agreement Pine Belt Subaru New Building**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **roll call**, all members present voted, "**Yes**". **Adopted**.

Mr. Farrell's Report

8. Vermont Avenue Water Main Extension

- Resolution Awarding Change Order #2

In April and May 2018 the Authority determined the anticipated new interconnection with New Jersey American Water Company is to be located at the intersection of Chestnut Street and Vermont Avenue. As the bulk purchase will take place in this location, based on discussions with the Authority's consultant, Mott MacDonald, a twelve inch water main extension for Vermont Avenue is more advantageous to the Authority instead of the eight inch water main extension. On May 8, 2018 the Authority received a proposal from Remington Vernick for Change Order Request No. 2 to redesign the water main extension from an eight inch line to a twelve inch line in the cost not to exceed amount of \$2,575.00. At this time the Authority may award Change Order No. 2 to Remington Vernick in the amount of \$2,575.00. Mrs. Lapa read **Resolution # 18-54 Awarding Change Order No. 2 Remington Vernick Vermont Avenue Water Extension**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **roll call**, all members present voted, **"Yes"**. **Adopted**. Senator Singer asked if a copy of this can be sent to the DEP. That is why he wanted the roll call.

VIII. Attorney's Report

Mr. Pfeffer said business as usual. He can give an update on the litigation in closed session. Senator Singer asked if there is an update with the DEP regarding the contract with New Jersey American Water Company. Mr. J. Flancbaum said that per New Jersey American Water Company, they are meeting internally this week to discuss how they want to frame the deal. Then, the Authority will set up a meeting with them over the next week to start the conversation and who will pay for the design etc. Senator Singer asked if there is an estimate for the design. Mr. J. Flancbaum said not yet. We have a very preliminary number for cost of the interconnection. We think it might cost around \$600,000.00. This is what the Brick MUA interconnection had cost the Authority. We will not know the amount until there is a real design and see what type of pumps are needed and the location, even though we are fairly confident it will be Chestnut and Vermont. A cost estimate will be put together once there is a design. It is moving forward.

Regarding the Water Supply Management Plan, whatever the DEP was looking for was sent to T&M Associates. T&M Associates is sending that plan to the DEP today. Senator Singer said he wants a letter from T&M Associates that they received everything the Authority sent them. Mr. J. Flancbaum said T&M Associates sent an email confirmation of receipt. Senator Singer asked why it is taking so long to send to the DEP. Mr. J. Flancbaum said the original plan was sent October 2017. Senator Singer asked when the updated information was sent. Mr. J. Flancbaum said the final version was sent last week. The format that it needed to be in was not given to the Authority until recently. The Authority and New Jersey American Water Company have to have the same methodology of projected usage. Mayor Coles asked who did not give the Authority the format. Mr. J. Flancbaum said T&M Associates. Mayor Coles wanted to know if they were asked for it. Senator Singer said the Authority did not know that it needed a certain format. Mr. J. Flancbaum said the Authority put together a plan and submitted it to them. They had it. Mayor Coles remarked that T&M Associates had the information from October till now in the wrong format. Senator Singer said yes. Mr. J. Flancbaum said the plan that was submitted in October had to be modified. It was modified, it was a big job. New Jersey American Water Company had it done and today they should be forwarding it today to the DEP.

IX. Executive Director's Report

1. Resolution awarding contract to Onsolve, Inc. for CodeRED system access

This is for a reverse 911 system. The system will allow the Authority to send targeted notifications to subscribers in specific geographic areas. Once the system is set up it

will be initially deployed for "Boil Water Notices". Several different types of software were vetted and it was found that CodeRED is very easy to use. The application is very practical. The annual subscription is \$3,800.00. This allows for 40,000 share calling minutes and text messages and 24/7 technical support. The price for this type of software has come down substantially over the last few years. The applications are more streamlined and user friendly. It should not be an issue for anyone in the Operations Department to use it. Mr. J. Flancbaum recommends awarding this contract. Senator Singer said that key people should also get the notifications so that it is verified that it really went out. Mr. J. Flancbaum said absolutely. Mrs. Lapa read **Resolution # 18-55 Awarding Contract To Onsolve, Inc. For CodeRED System Access**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **roll call**, all members present voted, "Yes". **Adopted**.

2. Resolution awarding contract to Let's Think Wireless, LLC for the installation of microwave links

This is for the installation of microwave radio links. A proposal was received from Let's Think Wireless to complete the microwave links at Wells No. 1, No. 2, No. 3 and the Leisure Village East Pump Station. This is the final phase of the microwave radio project and will give full remote access to these facilities. The new links will have enough bandwidth to be able to transmit security camera footage and also enough bandwidth for the alarm systems. The proposal is for \$209,598.50. This is for material and labor. This is ten percent below the State Contract price. This company has already done extensive microwave radio work for the Authority. Mr. J. Flancbaum recommends awarding the contract so that the project can be finished. Mrs. Lapa read **Resolution # 18-56 Awarding Contract To Let's Think Wireless, LLC For The Installation Of Microwave Links**. Motion was made by Mayor Coles, seconded by Mrs. Fish. Mr. Theibault asked if this item is budgeted. Mr. J. Flancbaum said it is. On a **roll call**, all members present voted, "Yes". **Adopted**.

3. NJDEP Sanitary Survey Results

The Authority had an inspection by The Central Bureau of Water Compliance and Enforcement on February 9, 2018. The inspection and survey is very extensive and the Authority was found to be in compliance on all fronts. Special thanks to Mr. Diaz, the signing licensed operator, Mr. Robbins and Mr. Farina for a job well done. They spent a lot of time here and the Authority did well.

4. 2018 Consumer Confidence Report

The Consumer Confidence Report is now up on website well in advance of the July 1st deadline. Postcards have been mailed out last week.

5. Edmunds & Associates Guts and Glory 5k Race

Edmunds and Associates has an annual fund raiser for Crohn's disease research. They ask their customers for a \$250.00 donation which is then credited against the annual fee. Mr. J. Flancbaum said he thinks the Authority did this last year. A **motion** was made by Mr. Waxman, seconded by Mrs. Fish to authorize the donation for Crohn's Disease Research. On a **voice vote**, all members present voted, "Aye". **Motion Carried**.

Senator Singer asked for an update on the solar field. Mr. J. Flancbaum said the last few minor punch list items are being completed. It has been up and running for about the last six weeks. The good news is that the latest JCP&L bill was way down from where it has been in the past. The Authority has not gotten the bill yet from Engee. Mr. Theibault asked who will be maintaining the area underneath the panels. Mr. J. Flancbaum said that everything on their leased property, which is approximately two

acres, will be maintained by them. They have a separate entrance from America Avenue. The Township of Lakewood provided an easement so that they have access to the property. They have separate locks and separate fence. The Authority will not have to bother them and they will not bother the Authority. Mr. J. Flancbaum said he met Mr. Lee Webb a couple of weeks ago regarding trees in the front. He does not know the timing yet, but the Authority will be getting trees. As-builts were sent to him. He was told not to put trees in front of the solar field. Mr. Theibault said he told Mr. Webb to contact Mr. J. Flancbaum. Senator Singer asked if he knew how many trees. Mr. J. Flancbaum said he estimated around thirty to forty trees. They will go from the southern side of the driveway access all the ways down to the property line. Mr. Theibault said if you go through Ocean County Park there are thousands of trees that they are planting there. They are going along Route 88 and then Shenandoah Park. Then they will hit all the schools. They are going to try to get the grant done by July because the second grant will be exhausted in October.

X. Technical Operations Report

Field Operations Report: Mr. Harry Robbins Reported

1. Sewer Jet Truck Demo

The Sewer Jetter truck is now in service and a video was shown in order for the Commissioners to see the unit in action.

2. Well #2 Rehabilitation Project

The Well No. 2 building repairs are now complete as well as the epoxy floor coating. In addition, we went ahead and replaced the chemical injection plumbing and piping so that the corrosive conditions that once were, can no longer exist. We also installed a main isolation valve in that very same piping so that when we need to isolate the well, we do not have to go out and locate the valves out in the street which do not always hold properly anyway. Now valves not holding properly are a thing of the past. With all this extra work we performed above and beyond the epoxy floor coating and the well repair, the Authority spent \$6,000.00 less than the quote given to us for the floor epoxy painting from the initial contractor.

3. Shorrock St. WTP Backwash Valve

The leaky backwash valve at the Shorrock Street Water Treatment Plant was replaced with a new one. Also, a new electric type actuator was installed and tested.

4. Well #4 & 19 Preventative Maintenance Report

At Well No. 4 preventive maintenance and cleaning were performed by our well drilling contractor, Steffen Drilling. In doing so it was discovered that our pump and motor were severely affected by iron buildup as was our pitless adapter, which is the well head of the pump. The pump and motor were replaced with new ones and the pitless adapter was reworked. Fittings needed to be burned off and new ones were welded on. We took it one step further and chose to have the new pump and certain components of the pitless adapter sandblasted and epoxy painted so that we will not experience such wear and tear. This will hopefully avoid equipment replacement in the future. The same preventative maintenance was performed at Well No. 19. However, we were fortunate that the pump and motor were not in need of replacement. It only required a thorough cleaning. Both wells are now restored to normal production pumping operations.

5. Hydrant Flushing Status

Our current hydrant flushing operations are moving along at a brisk pace. With the exception of any unforeseen circumstances, we should be able to wrap up the activities by months end.

Technical Operations:

6. SCADA System Status

All SCADA systems are functioning well.

7. Valve Actuator Replacement Project

New conduits and wiring were installed by our in house staff in order to facilitate new electric actuator replacements.

IT Department:

8. Security Encryption Update

All new security encryptions for the Authority's internal uses are now completed and are either rolled out or in the process of being rolled out.

9. Reverse 911 Update

Mr. J. Flancbaum reported on this earlier.

GIS Department:

10. MOD4 Data Integration Update

All of the Edmunds and Lakewood Tax Assessor MOD4 Data are now integrated into the GIS system.

11. Water Network Status

We are continuing to build the water network.

12. New Field Tablet Computer Update

The new tablets are working well for our current hydrant flushing operations.

Senator Singer asked how the hydrant painting is going. Mr. Robbins said it should be starting next week. There are a couple of new laborers coming in next. Senator Singer asked if it is being done in-house. Mr. J. Flancbaum said yes. The price received from an outside contractor was ludicrous. The price he gave for all the hydrants was \$5,000.00. There is no way he was going to call back the Authority. There are around 600 hydrants and the amount he was charging per hydrant was very low. He could not do it at that price. Perhaps he did not understand what he was being asked to do. Mr. Theibault asked if this is prevailing wage. Mr. J. Flancbaum said it is regular maintenance so it is exempt from the prevailing wage act. Senator Singer said the problem was that he probably did not understand what the Authority wanted. It is time consuming to do it right. Senator Singer said that perhaps ten hydrants should be painted a day. It should not be the only thing they are doing. Mr. Robbins said he has plans to rotate the personnel as well.

Senator Singer asked about the breaks that Mr. Rappoccio mentioned. Are they happening in the older system or just occurring matter of fact. Mr. Robbins said the infrastructure, in the villages, especially in the sanitary end as well as some in the water end as well, is very old. They are mainly made out of acp piping, there is asbestos in the piping. If you look at it wrong, it breaks. We are going to start rolling out the new jetter truck and television camera on a daily basis. As far as the sanitary end, the Authority will have a better handle on it. Senator Singer said in the capital budget for next year there should be more replacement of the older pipes. Mr. Robbins said that is actually

part of the new DEP mandates. Senator Singer said there should be a phase out of the old pipes over the next five years. The costs of the breaks are as much as the replacement. Mr. J. Flancbaum said the vast majority of breaks are in Leisure Village and Leisure Village East. Senator Singer said to start looking there.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. CLOSED SESSION

Senator Singer asked for a closed session pending litigation. The meeting went into closed session at 10:48 A.M. Mrs. Lapa read **Resolution #18-57 To Go Into Closed Session**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **voice vote** all members present voted "**Aye**". **Adopted**.

XV. OPEN SESSION

Open session started at 10:57 A.M. Senator Singer said that pending litigation with Woods Auto Sales was discussed. If anything gets disclosed, the Authority will share it publicly.

XVI. ADJOURNMENT

A motion was made by Mayor Coles, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:58 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA