



**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

April 5, 2022

- 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, NJ 08701
- 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 March 4, 2022 and The Tri Town News on March 9, 2022.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mayor Coles, Mr. Theibault, 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. Donald Sondak, CFO, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting Minutes held on March 1, 2022, was made by Mrs. Fish and seconded by Mayor Coles. On **voice vote**, all seated members voted **"Aye."** **Motion carried.**
- VI. **Chief Financial Officer Report**  
Given by Mr. Donald Sondak, CFO/Human Resources Director

---

## LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701  
PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

Senator Singer informs the Commissioners that he was speaking with Mr. Bauer and Mr. Bauer is thrilled with what Mr. Sondak is doing and wanted Senator Singer to know. We are very appreciative of the great job, thank you.

### 1. Operating Expenses

The Operating Voucher in your Board Packets is \$876,772.08. There were no out of the ordinary expenses or surprises this month. Mr Sondak recommended that the board approve the Operating Voucher for \$876,772.08, with noted abstentions.

- Motion was made by Mayor Coles and seconded by Mr. Theibault. **On roll call**, all seated members voted **“Yes” with noted abstentions. Motion carried.**

## VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, Director of Engineering

### 1. East County Line Road 4 Lot Subdivision aka Emerald Court (1260 ELC, LLC)

Mr. Ponsi state that on March 2, 2022 the Authority received a request from the applicant to release the performance guarantees. The authority issued a letter on March 31, 2022 detailing the conditions for the performance guarantees to be released. At this time the Authority may release the performance guarantees for the East County Line Road 4 Lot Subdivision conditioned upon the letter of March 31, 2022. Mr. Ponsi pointed out that this project was completed about four years ago and since it’s over two years, we will not be requiring a maintenance guarantee.

- **Resolution No. 22-30** Releasing Performance Guarantees East County Line Road 4 Lot Subdivision  
**Motion** was made by Mayor Coles and seconded Mrs. Fish. **On roll call**, all seated members voted **“Yes”**. **Adopted.**

### 2. Alvarado Avenue Shul (Congregation Kehilas Raintree, Inc)

At this time the Authority may accept the terms of the Developer’s agreement for the Alvarado Avenue Shul project. There are no site specific terms for this project.

- **Resolution No. 22-31** Authorizing the Execution of Developer’s Agreement Alvarado Avenue Shul  
**Motion** was made by Mrs. Fish and seconded by Mayor Coles. Senator Singer asked Mr. Pfeffer if this can be done by voice instead of roll call now that we are back in person. Mr. Pfeffer replied, yes. **On voice vote**, all seated members voted **“Aye”**. **Adopted.**

### 3. 475 Oberlin Avenue New Office Building (475 Oberlin Owner, LLC)

Mr. Ponsi that at this time the Authority may authorize the Executive Director to endorse applications for the 475 Oberlin Avenue New Office Building project. OCUA approval is required due to the development generating over 2,000 gallons per day.

- **Resolution No. 22-32** Authorizing Executive Director to Endorse Applications 475 Oberlin Avenue New Office Building  
**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On voice vote, all seated members voted “**Aye**”. **Adopted.**

**4. New Lines Tower Office Building (500 BLVD, LLC)**

Mr. Ponsi state that at this time the Authority may authorize the Executive Director to endorse applications for the New Lines Tower Office Building project. Both OCUA and TWA approvals are required due to the proposed development generating over 8,000 gallons of sanitary sewer flow per day.

- **Resolution No. 22-33** Authorizing Executive Director to Endorse Applications New Lines Tower Office Building  
**Motion** was made by Mrs. Fish and seconded Mayor Coles. On voice vote, all seated members voted “**Aye**”. **Adopted.**

**5. Ridge Avenue School & 15 Lot Subdivision (Bais Reuven Kamenetz of Lakewood Inc.)**

Mr. Ponsi stated that on March 31, 2022, Grant Engineering issued final review no. 1. At this time the Authority may grant final approval for the water main extension and the school, to connect to the Authority’s water and sewer systems for the Ridge Avenue School and 15 Lot subdivision development conditioned upon the Grant Engineering review letter of March 31, 2022. Final approval for the sanitary sewer main extension and for the residential portions of the development cannot be granted until easements necessary for the sewer extensions are obtained by the applicant and provided to the Authority. This approval is just for the school and the water main extension.

- **Resolution No. 22-34** Grant of Final Approval Water Main Extension & School Connection Only Ridge Avenue School & 15 Lot Subdivision  
Motion was made by Mayor Coles and seconded by Mrs. Fish. On **voice vote**, all seated members voted “**Aye**”. **Adopted.**

**6. Oak Street 8 Lot Subdivision (Albert Estates, LLC)**

Mr. Ponsi stated that on March 19, 2022, Grant Engineering issued a final review letter. At this time the Authority may grant final approval for the Oak Street 8 Lot Subdivision conditioned upon the Grant Engineering letter dated March 19, 2022.

- **Resolution No. 22-35** Grant of Final Approval Oak Street 8 Lot Subdivision  
Motion was made by Mayor Coles and seconded by Mr. Theibault. On **voice vote**, all seated members voted “**Aye**”. **Adopted.**

**7. Airport Road Tank Painting 2022**

Mr. Farrell state that this is just a motion authorizing a notice to bidders for the Airport Road Tank Painting. At this time the Authority may authorize the notice to bidders for the Airport Road Tank Painting 2022.

Senator Singer clarifies for the board that this is to coat the tank which is considerably less than having to paint the tank which could be over a million dollars and we are trying to extend the life of the tank.

**Motion** Authorizing Notice to Bidders was made by Mrs. Fish and seconded Mayor Coles. On **voice vote**, all seated members voted “**Aye**”. **Motion Carried.**

#### **8. Cellular Antennas Ridge Avenue Tank**

Mr. Farrell stated that this is a motion authorizing a Notice to Bidders for the Cellular Antennas Ridge Avenue Tank. At this time the Authority may authorize the Notice to Bidders for the Cellular Antennas Ridge Avenue Tank.

**Motion** Authorizing Notice to Bidders was made by Mrs. Fish and seconded by Mayor Coles. On **voice vote**, all seated members voted “**Aye**”. **Motion Carried.**

#### **9. PFAS Treatment for PFOA & PFOS MCL’s**

Mr. Farrell stated that the Authority received change order request from Remington Vernick for permeability testing and design of stormwater system due to NJDEP CAFRA review comments in the amount of \$10,500. At this time the Authority may award change order no. 2 to Remington & Vernick for \$10,500. Senator Singer asks if this is the GAC Buildings to which Mr. J. Flancbaum responded, this is for the GAC Building on New Hampshire Avenue.

- **Resolution No. 22-36** Authorizing Change Order No. 2 PFAS Treatment for PFOA & PFOS MCL’s

**Motion** was made by Mayor Coles and seconded by Mrs. Fish. On **voice vote**, all seated members voted “**Aye**”. **Adopted.**

#### **VIII. Attorney's Report** given by Mr. Adam Pfeffer, Esq. Business as usual.

Senator Singer reminds the board to plan on staying a little longer next month for the Elected Officials Training.

#### **IX. Executive Director’s Report** Given by Mr. J. Flancbaum, Executive Director

##### **1. Capital Project Update**

At the last meeting, Senator Singer requested a brief overview of the current capital projects that we are working on. Mr. J. Flancbaum presented a Power Point.. There are six main capital projects we are working on. The biggest project is the design and construction of the two GAC facilities on New Hampshire Ave. and Shorrock Street. We chose to bid out the project in one contract so the engineering cost is just over \$381,000. The estimated construction costs at this time are just over \$8.7 million for the two buildings and the funding source for this project is the ibank. We are going to borrow money at 75%, zero percent interest and 25% at a very low rate.. Senator Singer adds, this is a new requirement of the DEP that is going to be a major problem statewide because if you have this problem you can’t do this instantaneously. We are ahead of the curve so we don’t have a problem with this. Mr. Theibault asks for an explanation of GAC. Mr. J. Flancbaum responds

saying it stands for Granular Activated Carbon, and is one of the treatment processes to remove PFAS. This process works best for us due to real estate constraints as well as cost. We have an existing GAC facility on Shorrock Street for mercury removal. That facility can't facilitate removal of PFAS together with the mercury so we're building another GAC building on Shorrock Street and one here on New Hampshire Ave.

The next large project is a sewer main extension in the Old Pine Acres neighborhood. That neighborhood has no sanitary sewer, just water. There are old septic systems, many of which approached or are approaching end of life. Senator Singer adds, that at one time we looked at bringing sewer. We did a survey there and the people rejected it at the time because those whose septic systems worked did not want to pay since the only way we could have brought it in was to make a mandatory hook up. Fortunately, through a grant from the Township, we're going forward to bring sewer and they're going to need it when their tanks fail, they are going to want to hook up. They should be hooked up, those are small lots and it's a large development—approximately 300-500 homes. The problem that is happening here is that people are buying them and bringing large families and that means we are going to need the sewer so thank you Mayor Coles for the grant. This just makes good sense for the town. There is a new development going in behind the gas station, Mr. Theibault asks if it will be serviced by us. Both Mr. J. Flancbaum and Senator Singer responded that they are being serviced separately, this is for the older homes that are back there. Mr. J. Flancbaum continues that engineering costs through the proposal received from CME Associates are \$307,000.00 and our engineers estimate of construction cost is about \$940,000.00. Funding source is through the grant we received from the Township which we are very thankful for. Phase one is going to consist of approximately 4,500 linear feet of sewer down McArthur, Marshall and some of Stark Street and Ronald Road. It's not going to be the entire Old Pine Acres, but the grant money should get us started and we will finish it up over time. Mr. J. Flancbaum showed where the sewer would come in on the map on the screen.

Next project is Leisure Village East irrigation metering project. This is something the DEP wants us to do as a condition of our allocation increase request that we applied for. They want us to meter the irrigation coming into the Villages. The Villages were built back in the 60's and 70's by the developer, Schmertz, who also owned the water and sewer systems and was not concerned about metering the irrigation. Senator Singer explained that we have done a study and are not seeing the leakage. The DEP is convinced we are losing the water there so they are making us do a project for a million and a half dollars to meter it. We have to do this to get our wells and again we have to thank the Township for helping us on this issue. He asks Mr. Flancbaum if we have gotten word back on the wells meeting. Mr. J. Flancbaum states the meeting is via phone conference on Thursday morning to review the terms of the draft permit. Senator Singer reiterates that if we don't get the permit for the wells then the project dies. In summary, the project is installing 11 meters throughout Leisure Village and Leisure Village East. The proposal from Van Cleef for engineering costs is for just over \$233,000.00 and their estimate of construction costs is \$1.4 million dollars. The funding source is through a grant provided by Lakewood Township. The various locations are pointed out on the map on power point.

Next is Ridge Avenue Water Main Loop and it is to extend an 8 inch water main from Ridge Avenue to connect to our existing water main that we have in Ocean County Park. It's to create a water main loop to provide redundancy for our customers in the event of a water main break. The Chairman added: keep in mind, with the loops, it doesn't allow for

deadhead. Those could be problem areas with people having brown water and many other issues. Mr. J. Flancbaum continued, we are very early on still in the design phase of this project. We hired Morgan Engineering to do a couple of concept designs. We had a meeting with Ocean County and Green Acres so we are still very early on in the project. We are estimating that engineering and construction at about \$400,000.00 and again the funding is through the grant from Lakewood Township. The proposed water main location is pointed out on the map on power point.

Next is Well No. 2 Replacement. This is our ASR Well built in Leisure Village back in the 70's by Schmertz. The idea here is to install a new well, new well equipment, and new masonry well foundation. We have to modify some of the existing site utilities, electrical upgrades and also abandonment of the existing well. The engineering cost per the proposal received from Remington & Vernick was just about \$80,000.00 and the engineers estimate the construction cost at about \$585,000.00. The funding source for this project will be out of our capital budget.

Next is the Airport Road Tank Overlay in which we are going to pressure wash it, spot prep it and recoat the entire tank exterior. We are also going to do some electrical structural improvements in house. Engineering soft costs are right now \$47,000.00 and the engineers estimate construction costs at just over \$255,000.00. The funding source will be from our own capital budget.

Those are the main, big capital projects that we are currently working on.

Some of our upcoming capital projects which we haven't awarded yet are:

- Water main loop on Rutgers Blvd.
- We're going to need to replace our green sand plus media on Shorrock Street that is coming to the end of its useful life
- Two new wells on Pine Street pending DEP approval
- We are also going to be building a back up well on Shorrock Street pending DEP approval
- We will be doing some system wide upgrades for lightning protection and prevention at some of our remote sites

Senator Singer adds, through the leadership of Mr. J. Flancbaum and his staff we are probably one of the most progressive Authorities in the state. These projects are upgrading and making our system better and keep us ahead of the curve. Many of the systems in the state have problems and failure problems-they have constant breakdowns. We just don't see that here. We truly have a system that we maintain and work on a continual basis. The metering in Leisure Village is really to our benefit. Building wells is just becoming too expensive. For us we are going to have to focus on interconnects like we did with NJ American Water and we still have with Brick. In the future as we go through additional usage of water we are going to have to purchase. Purchasing water outside our own production is more expensive. We have the capacity to purchase more water, we are not running out. The Authority is progressive in thinking ahead- congratulations to Mr. J. Flancbaum and staff for that. And again, thank you to the Mayor and the Township Committee.

## **2. Update on NJ State Law Re: Covid-19 Utility Ratepayer Relief**

There is a new law that was enacted by the state regarding Covid-19 utility ratepayer relief. We received a local finance notice from the division of Local Government services on March 7<sup>th</sup> summarizing the actions we have to take to make people aware of some of the

relief programs that are available. We did two things: Sent letters in English and Spanish to all our customers with delinquent balances between March 9, 2020 and March 15, 2022, alerting them of a payment plan option. This option is a 12 month plan in which interest will not accrue on balances from that time period and delinquent balances will not be sent to Tax Sale. However, per State Law interest will accrue on balances prior to March 9, 2020 and after March 15, 2022. If the customer fails to make the payment on the plan, they will be subject to Tax Sale.

Mayor Coles asks how much is outstanding to which Mr. J. Flancbaum responds approximately \$800,000.00. Mayor Coles says we have the money so if some of these people qualify we should just pay for this through the rescue fund and give these people some relief and give the MUA their money upfront. Senator Singer says the problem with that is people need to submit their income taxes to get the relief funds. We would have to duplicate what the State does. Mayor Coles said it's not through the Town. He has 2-3 non-profit organizations that administer these grants that we can put the customers in touch with.

Mr. J. Flancbaum continued that our payment plan is separate from any assistance they may get from the State of NJ.

This notice is also posted on our website as well as other websites they can visit to apply for relief in the State of NJ. Additionally, the notice was published in a local periodical. We have received many calls and set up about two dozen payment plans already and have collected money.

### 3. Resolution Awarding Contract for Landscape Maintenance for the 2022 season

We conducted a proposal opening on March 23<sup>rd</sup> in which we received one proposal from Meticulous Landscaping which is the same company we have used for many years. Their rate is \$25,500.00 for the 7 month season. We have always been very satisfied with them and we recommend awarding the contract to them for the 2022 season.

- **Resolution No. 22-37** Awarding Contract to Meticulous Landscaping for Landscape Maintenance for the 2022 Season  
**Motion** was made by Mayor Coles and seconded by Mrs. Fish. Senator Singer abstained. On **voice vote**, all other seated members voted **“Aye”**. **Adopted**.

Lastly just a reminder to the Board to file Financial Disclosures by April 30<sup>th</sup>. Mr. Theibault asks if he needs to fill out for each agency or just one. The Executive Director said one for each agency.

## X. Technical Operations Report

Given by Mr. Harry Robbins, Operations Manager

### Operations Dept.:

1. Well # 7 rehabilitation and modification from a submersible pumping system to a vertical turbine system is now complete. The well is tested and ready for production.
2. Several vertical turbine spare motors of various horsepower have been purchased in order to have on hand so that we can rapidly address any motor failures that occur regarding our most critical pumping systems. Upon receipt of the motors, they were properly

prepared for long term storage per the manufacturer's instructions and are stored at the NH Ave site in a temperature and a humidity-controlled area.

3. We are in the process of researching the purchase of a full electrically powered pickup truck.
4. The locker room expansion project has had all its masonry work completed by the contractor, and to the Authority's absolute satisfaction. The remainder of all the finishing work will be handled in-house from this point on to project completion.

Senator Singer: I have asked them to take a look at an electric vehicle. Part of the problem is they aren't under state contract. So it creates a whole other world for us so we are trying to work through that. We don't have specs on this and it's very difficult to get specs. The other factor is the charging facility. The ones you see are special high charging stations that take ½ hour to fully charge and cost anywhere from 20-45 dollars. Those units are about \$80,000.00. If you would charge in your own house or by us just plugging the electric in, it takes 2-3 days to fully charge, people don't know that. You can buy a booster line to put in that I think run about 10-20 thousand dollars and then charging would be for 9 hours. Another problem is each company has its own terminal. If you go to a TESLA station, you have to have a TESLA. There are some issues we are concerned about only because we want to know the exact expense and exactly what we are doing before we enter into it, but it is a factor the environmental issue and the expense issue.

Mayor Coles says we are looking into this for the Township Public Works. You can reach out to Pat or Phil so if we decide to go ahead with it we make sure we to get the same vehicle so if we put up the charging station it's available for your vehicles. There are state grants available for charging stations too.

Mr. Theibault asks when you talk about residential use, does that mean you need to run a new line? Senator Singer: No, it's a power pack. Mr. Robbins: It hangs on the wall. The wall is actually like a transformer, it takes the current from your house. If you are driving only 50 miles a day you don't need it fully charged.

Mr. Robbins informs the Board that Flushing will begin Monday, May 2, 2022.

#### Technical Operations Dept.:

5. All SCADA and Communications systems are up and running well.
6. On March 9<sup>th</sup> our SCADA contractor, Authority Operations and Cyber Security people met on site in order to discuss, plan and implement a defense against a new type of hacker. One that is no longer committing these offences for profit but to disrupt, destroy and cause public harm to American infrastructure by changing critical operational setpoints. We are putting in place alarms to alert us as to when a critical setpoint has been changed or modified from normal parameters so that we can react to that, rather than sudden drastic changes to our water quality. We are also installing additional user specific passwords that will enable us to track what personnel made any setpoint changes to the Authority's water quality parameters.

#### IT Dept.:



7. Shorrock St WTP HVAC software has been installed on management's PC's so that the system can be monitored and or controlled from NH Ave without having to go to Shorrock St.
8. Sensus upgrade is completed.
9. Authority vehicle GPS communications upgrade from 3 to 4G is to take place 1<sup>st</sup> week of June 2022.
10. Administration Building elevator inspections are complete and passed with the documented certification forthcoming.

GIS/Cyber-Security Dept.:

GIS:

11. Deployed Mark Out Dispatch and Tracking app allowing Management to monitor, assign and record all related Mark Out details.
12. Begun incorporating latest updates to the Water Quality Accountability Act.
13. Preparing lead service line info. for the next update to the NJDEP

Cyber-Security:

14. Performing close monitoring of warnings issued by several different US agencies regarding the ever-increasing threat of international hacking.
15. Created a Cyber-Security component for the Water Quality Accountability Act that was not previously required.
16. Finalizing the submittal for the MEL/JIF Cyber-Security Risk Control.
17. Met with our SCADA contractors and Authority management to discuss the implementation of enhanced security controls to the Authority's SCADA system.

Mr. Bauer reports that finally the audit for 2020 has been finalized and submitted to DCA, the IBank, Bank of NY Mellon Bank, and the Township. The 2021 audit is complete. It's been a pleasure working with Don on this. Now in a holding process until the state comes out with their actuarial report that can be anywhere from August to January 2023.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

**A motion** was made by Mayor Coles, seconded by Mrs. Fish to adjourn meeting. On voice vote, all members present voted, "**Aye**". The meeting was adjourned at 10:42 A.M.

Respectfully submitted,

Robyn Gray,

Secretary, LTMUA