



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

February 4, 2025

- 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 February 9, 2024 and the Lakewood Shopper on February 9, 2024.

- III. Salute to the Flag**

- IV. Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mayor Cole, Mr. Theibault, Committeeman Lichtenstein 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. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager and

- V. Minutes**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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Motion to approve the Sewer Rate Hearing Meeting Minutes held on January 7, 2025, was made by Mrs. Fish and seconded by Committeeman Lichtenstein. Mayor Coles and Mr. Theibault abstained, all other seated members voted **“Yes.” Motion carried.**

Motion to approve the Water and Sewer Connection Fee Hearing Meeting Minutes held on January 7, 2025, was made by Committeeman Lichtenstein and seconded by Mrs. Fish. On **roll call**, Mayor Coles and Mr. Theibault abstained, all other seated members voted **“Yes.” Motion carried.**

Motion to approve the minutes of the Regular Monthly Meeting held on January 7, 2025, was made by Committeeman Lichtenstein and seconded by Mrs. Fish. On **roll call**, Mayor Coles and Mr. Theibault abstained, all other seated members voted **“Yes.” Motion carried.**

VI. Chief Financial Officer Report

Given by Mr. Donald Sondak, CFO/Human Resources Director

1. Motion to Approve the Operating List

The Operating Expense List in your Board Packets is \$972,765.12. There are no unexpected items to discuss. The Operating List is amended for an invoice from Levin Shea Pfeffer and Goldman in the amount of \$4,537.50 for Legal Services rendered bringing the amended total to \$977,302.62. The list does include \$283,894.50 of Construction Costs of which \$47,900.70 is for ARP related project work. I recommend that the board approve the Operating Expense List as amended of \$977,302.62 with noted abstentions.

Motion made by Mr. Theibault and seconded by Mrs. Fish. On **roll call**, all seated members voted **“Yes.” Motion carried.** On **roll call**, all seated members voted **“Yes.” Motion carried.**

VII. Engineer's Report

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

1. Church & Dwight Fire Service Replacement (**Owner/Developer: Church & Dwight Co., Inc – Matthew T. Farrell**)

June 4, 2024 the Authority accepted the terms of the Developer's Agreement. October 2, 2024 the Applicant's Attorney requested changes to the approved Developer's Agreement in the form of a schedule 'B'. The conditions requested by the Applicant's Attorney are mostly for items listed in the boiler plate that are not relevant to this project. The following are the specific conditions requested by the Applicant's Attorney:

- There are no performance guarantees or connection fees for this project
- There is one on-site easement for this project.
- The two year requirement to commence construction shall be tolled under certain conditions beyond the control of the applicant.
- The indemnification requirement shall not be required due to negligence or intentional acts of the Authority.
- VHS taping of the sanitary sewers is not required.
- The Developer agrees to provide access to the meter vault

At this time the Authority may accept the terms of the Developer's Agreement for the Church & Dwight Fire Service Replacement. This agreement supersedes the agreement approved on June 4, 2024.

Resolution No. 25-16 Authorizing the Execution of a Developers Agreement for Church & Dwight Fire Service Replacement

Motion made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

2. Vassar Avenue to OCUA Sewer System Upgrades

January 15, 2025 the Authority received change order request #1 from CME Associates for additional metering and engineering services in the amount of

\$10,500.00. The original proposal CME recommended 5 existing manholes to be metered. After review of CME's proposed metering locations the Authority determined 3 additional manholes would be better for the Authority to more accurately determine available capacities and potential I/I issues throughout the entire sewer run.

At this time the Authority may award Change Order #1 to CME Associates for additional metering and engineering services in the cost not to exceed amount of \$10,500.00.

- **Resolution No. 25-17** Resolution Awarding Change Order No. 1 for Vassar Avenue to OCUA Sewer System Upgrades

Motion made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

3. Well 3 Repairs 2025

- **Resolution No. 25-18** Awarding Contract for Well 3 Repairs 2025

January 30, 2025 the Authority received three (3) bids for redevelopment of Well #3. Bids received ranged from \$259,155.00 to \$286,500.00. The apparent lowest proposals are:

- | | |
|-------------------------------|--------------|
| ○ W.M. Stothoff Company | \$259,155.00 |
| ○ AC Schultes | \$278,700.00 |
| ○ Uni-Tech Drilling Co., Inc. | \$286,500.00 |

At this time the Authority may award a contract to W.M. Stothoff Company for the redevelopment of Well 3 in the amount of \$259,155.00 conditioned on the review and approval of the bid from the engineer and Authority Attorney.

Motion made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

4. Shorrock Street Treatment Plant Chemical Feed System Upgrade

January 31, 2025 the Authority received a proposal from PS&S for design, bidding, construction administration and inspection services for a new Hydrous Manganese Oxide chemical feed system at the Shorrock Street Water Treatment Plant in the cost not to exceed amount of \$89,490.00.

At this time the Authority may award a professional services contract to PS&S for engineering design and inspection services for a new chemical feed system at the Shorrock Street Water Treatment Plant in the cost not to exceed amount of \$89,490.00.

- Resolution No. 25-19 Awarding Professional Services Contract for Shorrock Street Treatment Plant Chemical feed System Upgrade

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Motion** carried.

VIII. **Attorney's Report** given by Mr. Adam Pfeffer, Esq.

Business as usual.

IX. **Executive Director's Report**

Given by Mr. J. Flancbaum, Executive Director

1. Resolution Awarding Contract for Remote Operational Vehicle evaluations of five water tanks and two clearwells

We conducted an RFP opening on 1/28 where we received one proposal from Mumford-Bjorkman Associates. Their proposal includes utilizing a Remotely Operated Vehicle to evaluate the condition of the tank's coatings and foundation, as well as the structural and safety systems.

Upon completion a full written report will be issued which will include photographs, recommendations for repairs and recoating, and any safety and sanitary requirements. A budget analysis for repairs will be included as well. Total price is \$28,000 (\$4,000 per location).

We've used this company in the past and we recommend awarding them this contract.

- **Resolution No. 25-20** Awarding Contract for Remote Operational Vehicle evaluations of five water tanks and two clearwells

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Motion** carried.

2. Resolution Awarding Contract for Leak Detection Survey

We conducted an RFP opening on 1/28/2025 where we received one proposal from Water Loss Systems. The price is \$33,390 to survey 126 of water main. We used this company in 2017 for the same survey and recommend awarding them this contract.

Resolution No. 25-21 Awarding Contract for Leak Detection Survey

Motion was made by Mrs. Fish and seconded by Mr. Theibault. On **roll call**, all seated members voted **“Yes”**. **Motion** carried.

3. Resolution authorizing membership in the Union County Cooperative Pricing System

These cooperatives allow us more flexibility in vendor selection for many jobs. Membership is free.

- **Resolution No. 25-22** Authorizing membership in the Union County Cooperative Pricing System

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Motion** carried.

X. Technical Operations Report

Given by Mr. Bob Farina

Operations Dept:

1. Our mechanical department has modified their procedures on the monitoring of vibrations with all our well pumps and motors through an advanced licensing in the software that they use. This effort should give us a better indication of when a motor and or a pump is beginning to have issues so that we can stay ahead and prevent costly failures down the road.
2. We are in the process of flushing all the GAC media at the Shorrocks St. WTP to achieve acceptable levels of Arsenic removal and to attain proper pH levels. The same will begin in the next weeks for the NH Ave facility.
3. We have hired a replacement field representative/technician that replaces one individual that has left. We are searching for the second individual but will not fulfil the position until our promoted employee successfully passes his 90-day probation period.
4. WE have also taken on an intern by the name of Uriel Rivera from the Lakewood High School. He interviewed very well and will be slated to start with the Authority this Friday February 7th 2025.

Senator Singer added, I reached out to the School Superintendent who made this recommendation.

We've always had an intern from the high school and we felt that it's important that we do that for the Community.

So thank you for hiring him and look forward to another fine young person working here.

Technical Operations Dept:

5. All SACDA and Communications equipment are up and running fine.
6. Our SCADA contractor along with our in-house personnel are completing the SCADA configuration, wiring and programming of our two new Pine Street well's and they are beginning the same for our well #23 formally well #2.
7. All F.O. work is now completed at the Pine Street well's enabling us to now complete the remote control work for the stations.

IT Dept:

- 8. The camera surveillance project is now completed at the Shorrocks St. facility with the contractor doing a very good job. There are still some final configuration modifications and adjustments that are being made so that we can customize the real time and captured video to our liking.
- 9. We are moving right along with the new software implementation having to do with the network infrastructure upgrade as we have completed phase 4 of 5.

GIS/Cyber-Security Dept:

GIS:

- 10. Our new GIS employee which was promoted from operations seems to be settling in and working out quite well so far. As soon as the weather is more favorable, he will begin training and begin utilizing the field GIS equipment.
- 11. A coordination is under way between engineering and field operations departments to facilitate an audit of the Water & Sewer features in GIS to ensure all the said features have been adequately captured.

Cyber-Security:

- 12. Some generated phishing tests have been sent out to the staff and they have been doing very well identifying them.

XI. Commissioners Report

Senator Singer informed the Board that we're looking at to an addition to our health care insurance.

Flex spending that the authority would provide each employee and they would have to use within a year and could be for the co-pays and other eligible expenses. We have seen a number of other MUA's do this.

I've asked Justin and Don to look into it. Once they've taken a look at it they will come back with a recommendation to the Personnel committee and take a look at that for something that might be included in next year's budget So it's kind of interesting. I have seen some of the type things that have a reimburse factor-gym membership, things to make our employees healthier. It's works well, Toms River does it. A few other authorities do it, so we will take a look at it and see if it's something we want to institute for next year.

It would also be for board members who have our health insurance if they wish to avail themselves.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion was made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. The meeting was adjourned at 10:27 AM.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA