



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 20, 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 and again in the Asbury Park Press on April 16, 2021 and in the Star Ledger on April 17, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**

On roll call the following Commissioners were present: Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer. Alternate Commissioners, Mr. S. Flancbaum and Committeeman Lichtenstein were seated as Commissioners. 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. 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 Regular Meeting held on March 2, 2021, was made by Mr. S. Flancbaum and seconded by Committeeman Lichtenstein. On **roll call**, Committeeman Lichtenstein, Mr. S. Flancbaum, Mrs. Miller and Senator Singer voted "Yes". Mr. Theibault abstained. **Motion Carried.**
- VI. **Chief Financial Officer Report**
 1. **Motion to Approve Operating Vouchers**

Senator Singer welcomed the new CFO, Mr. Donald Sondak. Senator Singer said that he hopes over the next month or two the commissioners will get to meet him in person when we start having the meetings in person. Senator Singer said that it is his understanding that the Township may open up on May 1, 2021. He asked Committeeman Lichtenstein if that is correct. Committeeman Lichtenstein said he did not speak to the Mayor about it yet. He does not know. Senator Singer said he heard this through the grapevine. Senator Singer said he understands that you are not coming

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back in till September. Committeeman Lichtenstein said he is unsure. Senator Singer said the Authority is following the lead of the Township. Senator Singer asked Committeeman Lichtenstein to let the Authority know when the Township will going back physically. Committeeman Lichtenstein said he will.

Mr. Sondak gave a quick background of himself. He joined recently from Chelsea Lighting in New York City. The largest lighting and technology distributor in New York City. They do about \$100 Million in revenue a year. He is coming up on his one month anniversary at the Authority and working with Mr. Bauer to understand the accounting structure processes, taking on more of the work that Mr. Bauer has been filling in on during the gap. He is getting a good understanding of the systems used in the Authority. He feels they are very good systems and intuitive. He still has more to learn but they are very good tools. He has begun working with the staff to understand what everyone does so he can map out the workflows and understand how things are flowing and improvements that can be made and assess the staff abilities. He has begun reaching out externally. He spoke with people at the DEP, IBank, NJUA JIF, BONY Trustee, Labor Attorney, New Jersey American Water Company, Ocean County Utilities Authority, Lakeland Bank and Brick MUA. He has started to get himself out there and connect with these people to be sure that the Authority is being properly serviced and the proper payments are being made. It looks like the staff has done a great job in maintaining the organization during the gap. Bills are going out and monies are coming in. Invoices are being paid. Mr. Bauer has been maintaining the accounting. Bank reconciliations are in pretty good shape. He is still playing a bit of catch up but overall things look very good. Mr. Sondak thanked for being allowed to give a brief introduction and looks forward to meeting everyone. At this time, he recommends the Commissioners approve the Operating Expense Vouchers. Mr. Sondak provided a list of abstentions for the Commissioners. The amount for the Operating Expense Vouchers is \$760,910.01. A **motion** to approve operating vouchers in the amount of \$760,910.01 was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "Yes" with **noted abstentions**. **Motion Carried.**

VII. Engineer's Report

1. Newport Drive School (Bais Medrash Letorah Utefila, Inc-Yehuda L. Newman)

- Resolution Approving Terms of Developer's Agreement
Grant Engineering issued commercial/industrial review no. 8. At this time the Authority may accept the terms of the Developer's Agreement for the Newport Drive School project. There are no site specific terms for this project. Mr. J. Flancbaum read **Resolution No. 21-42 Authorizing The Execution Of The Developer's Agreement Newport Drive School**. Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted.**

2. 1300 New Hampshire Avenue School Conversion (Congregation and Mesivta of Eatontown, Inc-Yehuda Neuwirth)

- Resolution Approving Terms of Developer's Agreement
On March 31, 2021 Grant Engineering issued commercial/industrial review no. 4. At this time the Authority may accept the terms of the Developer's Agreement. Mr. J. Flancbaum read **Resolution No. 21-43 Authorizing The Execution Of The Developer's Agreement 1300 New Hampshire Avenue School Conversion**. Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, Committeeman Lichtenstein, Mr. S. Flancbaum, Mrs. Miller, and Senator Singer voted "Yes". Mr. Theibault abstained. **Adopted.**

3. Woodlake Village 23 Apartments (Woodlake Village, LLC-Mark Schron & Abe Auerbach)

- Resolution Approving Terms of Developer's Agreement

The terms of the Developer's Agreement are as follows: Defines limits of ownership for water and sanitary sewer infrastructure for all existing and future buildings on Block 189.03 Lot 166. At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'. Mr. J. Flancbaum read **Resolution No. 21-44 Authorizing The Execution Of The Developer's Agreement Woodlake Village 28 Apartments**. Motion was made by Mr. S. Flancbaum, seconded by Committeeman Lichtenstein. On **roll call**, Committeeman Lichtenstein, Mr. S. Flancbaum, Mrs. Miller, and Senator Singer voted "**Yes**". Mr. Theibault abstained. **Adopted**.

4. 1133 Ocean Avenue Office and Garage (Diversified Capital-1133 Ocean, LLC-Joseph Rosenbaum)

- Resolution Approving Terms of Developer's Agreement

The following are the terms for the Developer's Agreement for the project. The Developer is required to post a performance guarantee for all work related to the water and sanitary sewer laterals being performed within the private road on Block 189.03 Lot 166 as well as for any repairs necessary to the Authority's asbestos cement water main within the road. At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'. Mr. J. Flancbaum read **Resolution No. 21-45 Authorizing The Execution Of The Developer's Agreement 1133 Ocean Avenue Office And Garage**. Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Adopted**.

5. 1215 Paco Way Flex Space (1215 Paco Way, LLC c/o Sudler-Steven Spinweber)

- Resolution Approving Terms of Developer's Agreement

The following are the terms for the Developer's Agreement for the project. The Developer is required to post a performance guarantee for the relocation of the Authority's water main in Paco Way. The easement required for the project is defined. The Developer will pay connection fees prior to the issuance of the meter. At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'. Mr. J. Flancbaum read **Resolution No. 21-46 Authorizing The Execution Of The Developer's Agreement 1215 Paco Way Flex Space**. Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Adopted**.

6. Conversion of New Hampshire Treatment Plant Chlorine System

- Resolution Awarding Change Order No. 1

On March 23, 2021, the Authority received change order request from Remington Vernick in the amount not to exceed \$6,147.00. This is for design changes to the vault. At this time the Authority may award change order no. 1 to Remington Vernick in the amount not to exceed \$6,147.00. Senator Singer asked if this is necessary. Mr. Farrell said yes, it is necessary. Mr. J. Flancbaum read **Resolution No. 21-47 Authorizing Change Order No. 1 New Hampshire Avenue Treatment Plant Chlorine Conversion**. Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Adopted**.

7. Well 4 Emergency Repairs 2021

- Resolution Awarding Contract

On March 11, 2021 the Authority received a proposal from Steffen Drilling to pull the existing well pump, install a well vent, vertical turbine pump, well shafting, motor and all other associated materials necessary for the installation in the amount of \$62,700.00. At this time the Authority may award a contract to Steffen Drilling in the amount of \$62,700.00. Mr. J. Flanbaum read **Resolution No. 21-48 Awarding Contract To Repair And Replace All Necessary Items At Well No. 4 Pursuant To The Declaration Of Emergency.** Motion was made by Committeeman Lichtenstein, seconded by Mr. S. Flanbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

8. 150 Airport Road 4th Building (Parkway View, LLC – Mark Tress & Chaim Abadi)

- Resolution Authorizing Executive Director to Endorse Applications

At this time, the Authority may authorize the Executive Director to endorse applications for the 150 Airport Road 4th Building project. OCUA approval is required due to the proposed development generating over 2,000 gallon per day of sanitary sewer flow. Mr. J. Flanbaum read **Resolution No. 21-49 Authorizing Executive Director To Endorse Applications 150 Airport Road 4th Building.** Motion was made by Mr. S. Flanbaum, seconded by Mr. Theibault. On **roll call**, Mr. S. Flanbaum, Mrs. Miller, Mr. Theibault and Senator Singer voted **"Yes"**. Committeeman Lichtenstein abstained. **Adopted.**

VIII. Attorney's Report

Mr. Pfeffer said it is business as usual. He does not have any updates on any Closed Session items. He will try and get updates for next meeting.

Senator Singer asked Mr. Bauer is there anything he would like to add. Mr. Bauer said that it is a pleasure working with Mr. Sondak. He has great questions and is an asset to the Authority.

IX. Executive Director's Report

1. Resolution Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website

A reverse auction was held for electric supply for all of our sites except New Hampshire Avenue where we have solar. The lowest price that was achieved was 7.9 cents per kilowatt hour. However, according to EMEX their contract allows too much wiggle room to adjust their price mid-term. Therefore, EMEX recommends going with the second lowest price which is 7.97 cents per kilowatt hour. Our current contract with Hudson Energy expires on December 1, 2021. EMEX's forecast is that energy prices will be rising this year due to increased global demand and recommend that we lock in this price now for a start date of December 1, 2021. The total estimated savings against JCP&L's price is about 8.26% per year for a total savings of just over \$26,000.00 for a twenty four month period. Mr. J. Flanbaum read **Resolution No. 21-50 Authorizing The Purchase Of Electricity Supply Services For Public Use On An Online Auction Website.** Motion was made by Mr. Theibault, seconded by Mr. S. Flanbaum. On **roll call**, all members present voted **“Yes”**. **Adopted.**

2. Resolution authorizing amendment to service area map with NJ American Water Company

It has been several years since the service area map was done. Together with New Jersey American Water Company we looked at different areas on the map that would be easier for either one of the entities to service based on the availability of services. There is an amendment to the map. Mr. J. Flancbaum recommends moving forward with the amended service map. Senator Singer asked Mr. Pfeffer if he looked it over and he is in favor of this. Mr. Pfeffer said yes. Senator Singer asked Mr. Farrell if he is okay with the amended map. Mr. Farrell said yes. Mr. J. Flancbaum read **Resolution No. 21-51 Authorizing An Amendment To The Service Area Map With New Jersey American Water Company**. Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted**.

X. Technical Operations Report
Operations Dept:

1. Well No. 10 Status

Well No. 10 motor is now replaced as the well was also cleaned and televised. It is now back in service and its production is far exceeding what we are permitted to pump from the well.

2. Well No. 4 Status

The repair and modification of Well No. 4 from a submersible to a vertical turbine configuration is well under way and is going well.

3. Forklift Purchase

The Operations Department has evolved to a point where it is now necessary to have a conventional forklift on the premises. We have purchased a unit specific to our use with it being the smallest unit made so it can maneuver in all our required areas but have the necessary lifting capacity. As of yesterday, all Operations personnel are fully trained to PEOSHA standards and will be issuing permits to operate upon successful completion of user training. Training is good for three years.

4. Shorrock Street G.A.C. building and Well Field Rehab Progress

The Shorrock Street G.A.C. building's pipes and media tank bases have now been sandblasted primed and painted along with the floor being currently epoxy coated painted. All the work is being performed in house. The well field pump house rehabilitations are ongoing as well.

Technical Operations:

5. SCADA and Communications status

All SCADA and communications systems are up and running fine. We have had some PLC modifications to programming performed by our SCADA contractor. There were a couple of little problems that have been solved and repaired. With the recent increase in cyber-attack activity, we have comprehensively reviewed our off site and on-site SCADA system security vulnerabilities. Cyber-Security Experts recommend at least two step authentications when accessing the system from remote locations. We are presently using a four step authentication including considerations given to our robust in house supported VPN access. We have also changed our passwords for in-person access security. Every six months they will be changed as well. The Authority has a very hard firewall, the best that can be provided right now.

IT Department:

6. SCADA password change update

With the assistance of our network contractor, we were able to successfully change out all our onsite SCADA machine passwords. This was a big deal and kind of gave a hard time, but it is now done at both the Shorrock Street and New Hampshire Avenue Control Rooms adding to the systems cyber-security robustness.

7. Old/New CFO PC Status

We have archived the hard drive data from the previous CFO's old machine, got pricing, purchased, configured and deployed a new machine for the new CFO.

8. New replacement audio recording/transcribing equipment status

We configured new audio recording and transcription hardware and software which is used during Commissioner meetings now.

GIS/Cyber-Security Department:

9. GIS Software RFP

Mr. McClain is involved with this department full. He is developing the Enterprise GIS upgrade Request For Proposal.

10. GIS Analysis and Mapping Work

Mr. McClain supplied and supported our Engineering Department and Executive Director with Spatial Analysis and mapping.

11. Cyber-Security Training Attendance

Mr. McClain attended an online class sponsored by Texas A&M University on Cyber-Security for Control Instrument systems.

12. Authority Email System Cyber Threat

Mr. McClain has put forth a substantial effort in assisting our IT contractor in expeditiously installing Microsoft Outlook security patches to thwart off a serious threat to our email systems that have unfortunately plagued fellow government and private industry systems. He expressed concern to me last month that an initial target date set by our contractor was not quick enough to get the patches installed as the threat was real and happening to other systems literally by the minute in a daily fashion. With that info. I requested our IT contractor respond to our site that very evening to implement the patches to which they obliged.

13. Authority's Firewall Issues

Mr. McClain has troubleshot several issues during last month with the Authority's firewall as well.

14. MS Exchange Cyber-Security Modification

Mr. McClain upgraded on site the MS Exchange sever due to a severe cyber security threat.

15. Compliance Work Regarding NJ MEL/JIF Status

Mr. McClain assessed new requirements from NJ MEL/JIF regarding cyber-security to insure we are fully compliant to their highest level (Tier 3). Accomplishing this entitles the Authority to 100% reimbursement of our insurance deductible in the case of a claim.

Senator Singer asked how Mr. McBride is doing. Mr. Farina said he is doing better and we have a tentative date or a possible return of June 1st. Senator Singer to please tell him that the Commissioners asked about him and are looking forward to his return.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A **motion** was made by Committeeman Lichtenstein, seconded by Mr. Theibault to adjourn meeting. **On roll call**, all members present voted "**Yes**". The meeting was adjourned at 10:25 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA