



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

May 6, 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 7, 2025 and the Lakewood Shopper on February 7, 2025.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**

On roll call the following Commissioners were present: Mrs. Miller, Mayor Coles and Senator Singer.

The following professionals and key personnel were present: Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Ryan Wagner, Operations Supervisor and Frank Dugan, Operations Supervisor.
- V. Minutes**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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Motion to approve the minutes of the Connection Fee Hearing Meeting for Non Profits held on April 1, 2025, was made by Mrs. Miller and seconded by Mayor Coles . On **roll call**, all seated members voted “**Yes.**” **Motion carried.**

Motion to approve the minutes of the Regular Monthly Meeting held on April 1, 2025, was made by Mayor Coles and seconded by Mrs. Miller. On **roll call**, all 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 \$1,941,417.05. There are no unexpected items to discuss. The list does include \$682,825.00 for OCUA’S 2025 2nd Quarter estimated payment and \$518,609.61 of Construction Costs of which \$134,260.00 is for the Well #2 project, \$133,280.00 is for the GAC buildings project and \$139,773.97 is for the NH Plant Hot Water Boiler Replacement. In addition, the Operating Expense List is hereby amended for one invoice from Levin Shea Pfeffer and Goldman in the amount of \$6,932.50 for legal services rendered. This additional invoice brings the Operating Expense List amended total to \$1,948,349.55.

I recommend that the board approve the Operating Expense List as amended to \$1,948,349.55, with noted abstentions.

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

VII. Engineer’s Report

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

1. Lanes Mill Road School No. 6 (*Owner/Developer: Aderes Bais Yaakov, Inc-Gil Frieman/GC: Regency Development-Abe Auerbach*)

Amended approval is necessary due to the new sanitary sewer design removing the approximate 1,900' force main replacing it with the proposed few hundred-foot gravity sanitary sewer main extension. The Applicant requested this change due to the OCUA indicating their willingness to grant the Authority a Consent to Use (CTU) agreement for the installation of the sewer main extension within the OCUA easement. Originally, they were supposed to do this connection with the gravity main but they couldn't get an easement from the private property owner to connect them to the UCUA. The Developer acknowledges the project approval is conditioned on either the Authority entering into a Consent to Use agreement in order to utilize the existing OCUA easement on private property or the Developer providing an easement dedicated to the Authority on Block 189.03 Lot 72.

At this time the Authority may grant Amended Approval for the Lanes Mill Road School #6 project conditioned on the GTS review letter dated April 17, 2025.

- **Resolution No. 25-33** Granting Amended Approval for Lanes Mill Road School No. 6

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

The Authority modified the terms of the Amended Developer's Agreement to eliminate the force main design and replace it with a gravity sewer design.

- The Developer acknowledges the project approval is conditioned on either the Authority entering into a Consent to Use agreement in order to utilize the existing OCUA easement on private property or the Developer providing an easement dedicated to the Authority on Block 189.03 Lot 72.

- The Authority and Developer agree connection fees will be charged based on the equivalent usage report submitted by the Developer.
- The Developer agrees to enter into a monitoring agreement where the usage for the building will be monitored for a period of 5 years.
- **Resolution No. 25-34** Authorizing the Execution of an Amended Developers Agreement for Lanes Mill Road School No. 6

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

2. Major Avenue Subdivision (**Owner/Developer: Stuybell Management, LLC – Naftaly Eisen**)

The following are the site specific terms for the Developer’s Agreement for the Major Avenue Subdivision project:

- This development connects into water and sanitary sewer lines that are not yet built. The Developer Acknowledges that this project cannot proceed until those lines are constructed.
- There is a 100’ wide JCP&L easement that goes through the property. The Developer agrees that no approval will be granted by the Authority if any water or sanitary sewer mains are installed within the JCP&L easement.
- The Developer agrees to pay \$10,438.00 as a fair share contribution towards improvements to the Authority’s existing sanitary sewer system in order to increase the system’s capacity for the benefit of the development.

At this time the Authority may accept the terms of the Developer’s Agreement as described in Schedule ‘B’.

- **Resolution No. 25-35** Authorizing the Execution of a Developers Agreement for Major Avenue Subdivision

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

3. Lanes Mill Road School No. 5 Change of Use

At this time the Authority may accept the terms of the Developer's Agreement for the Lanes Mill Road School #5 Change of Use Development. There are no site specific terms for this agreement.

- **Resolution No. 25-36** Authorizing the Execution of a Developers Agreement for Lanes Mill Road School No. 5 Change of Use

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

4. Joe Parker Road School No. 6 (**Owner/Developer: Migdal Bais Yaakov, Inc – Zvi Bloom / GC: Regency Development – Abe Auerbach**)

April 8, 2025 GTS Consultants issued review #2.

At this time the Authority may grant approval for the Joe Parker Road School #6 project conditioned on the GTS Consultants letter dated April 8, 2025

- **Resolution No. 25-37** Granting Approval for Joe Parker Road School No. 6

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

5. New Hampshire Avenue School South of Oak Street (**Owner/Developer: Congregation Talmud Torah Toras Yisroel, Inc – Chaim Guttman / Builder: Albert Estates, LLC – Mordechai Eichorn / GC: Builders Supreme – Nathan Neuman**)

April 27, 2025 the Authority received a request from the Applicant to release the performance guarantees for the project.

May 2, 2025 the Authority issued a letter detailing the requirements for the performance guarantees for the New Hampshire Avenue School South of Oak project to be released.

At this time the Authority may release the performance guarantees for the New Hampshire Avenue School South of Oak project conditioned on the Authority's letter dated May 2, 2025.

- **Resolution No. 25-38** Releasing Performance Guarantees for New Hampshire Avenue South of Oak Street

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

Mrs. Fish arrived and was seated.

6. Oak Street 8 Lot Subdivision

April 27, 2025 the Authority received a request from the Applicant to reduce the performance guarantees for the project.

May 2, 2025 the Authority issued a letter detailing the amounts the performance guarantees may be reduced.

At this time the Authority may reduce the performance guarantees in the amounts as listed in the Authority's letter dated May 2, 2025.

- **Resolution No. 25-39** Reducing Performance Guarantees for Oak Street 8 Lot Subdivision

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

7. Oak Street to Route 70 Sewer Upgrades Concept Plan & Cost Analysis

We previously had consultants review different sections and then do preliminary designs and cost estimates that the Authority has adopted so we can collect fair share contributions for future developers for us to collect money and do those upgrades.

November 8, 2023 the Authority awarded a professional services contract to French & Parrello Associates for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority's sanitary sewer system from Oak Street to Route 70

At this time the Authority may adopt the French & Parrello's report entitled "231002 Oak Street to Route 70 Sewer Upgrades Concept Plan and Cost Analysis" dated April 14, 2025 for the purposes of collecting fair share contributions for all developments that will ultimately benefit from the proposed improvements as indicated in the French & Parrello report. For a development to benefit from the proposed improvements they must connect in the location of the proposed improvements or connect upstream of the location of the proposed improvements. The amount of the fair share contribution an individual developer will be required to pay will be calculated by the Authority Engineer using the information provided in the developer's engineer's report and the information provided in the French & Parrello report.

- **Resolution No. 25-40** Adopting Report for Future Fair Share Contributions

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

8. Hydraulic Model System Update

April 16, 2025 the Authority received a proposal from Remington & Vernick Engineers to complete a full system update of the Authority's hydraulic model in the lump sum amount of \$17,500.00. The work will include identifying missing developments, incorporating Authority billing records into the model, hydrant flow tests at 4 locations throughout the Authority's system and calibrating the model.

At this time the Authority may award a professional services contract to Remington & Vernick Engineers to complete a full system update of the Authority's hydraulic model in the lump sum amount of \$17,500.00.

- **Resolution No. 25-41** Awarding Professional Services Contract for Hydraulic Model System Update

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

9. Meter Replacement 2023

April 30, 2025 the Authority received approval from the IBank for the financing for the Meter Replacement project.

At this time the Authority may authorize the notice to bidders for the Meter Replacement 2023 project.

Motion Authorizing Notice to Bidders

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

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

IX. **Executive Director's Report**

Given by Mr. J. Flancbaum, Executive Director

1. Resolution Awarding Landscape Maintenance contract for 2025

An RFP opening was conducted on April 22, 2025. Three proposals were received. The proposed contract is for a seven-month term beginning May 6, 2025 through December 15, 2025.

Benavides Brothers Landscaping proposed \$76,000.

Meticulous Landscaping proposed \$32,200.00.

Northeast Group proposed an 8-month quote instead of 7. However, their monthly price is \$3,460.00 which equals \$24,220.00 for the term.

When analyzing proposals, we always take into account various criteria, including but not limited to price. These criteria are indicated in the RFP document. Some of the criteria include the vendor's past performance to the Authority and willingness to document the same. The qualifications of the vendor's staff are another.

Meticulous Landscaping has been a reliable and trustworthy vendor for many years and has always done very good work and perhaps even more importantly they have always abided to our safety protocol with no issues. So although they are \$7,980.00 higher than the lowest price, our recommendation is to award them the contract for 2025.

- **Resolution No. 25-42** Awarding contract for Landscape Maintenance for 2025

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

2. Resolution Authorizing the Execution of a Shared Services Agreement with the Toms River MUA

We have done this type of agreement with Toms River over the last couple of years. It’s a one-year agreement and we would like to do it again this year.

- **Resolution No. 25-43** Authorizing the Execution of a Shared Services Agreement with the Toms River MUA

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

X. **Technical Operations Report**

Read by Mr. Justin Flancbaum on behalf of Mr. Bob Farina

Operations Dept:

1. The media has been installed in the new GAC filtration plant at the NH Ave WTP site on April 28 & 29th. Our Operations dept. is now backwashing it so that it can be set to go online.
2. Operations will now have an engine powered tamper to restore any pavement disrupted by necessary digging as required to replace valve boxes, curb stops, etc. This machine will prevent the settling of the pavement that occurred when performing manual tamping.

Technical Operations Dept:

3. After replacing the Ridge Ave tank to NH Ave radio and antenna link, all SCADA and Communications equipment are up and running fine.
4. Alex is now being trained to perform all instrument calibrations having to do with operations, except for 6 flowmeters which must be performed by a third party every 5 years as required by the NJDEP.

IT Dept:

5. The new and updated facility wide firewall project is completed ensuring our cyber protection is supported at its highest level.
6. New desktop computers were installed at the Shorrock St. WTP that serve security and SCADA functions. One of the units failed due to age and the other was also aging and outdated and did not support current security requirements.
7. Our new IT contractor is serving us well and has got all the system and operational kinks out of their way, making them comfortably familiar with all our systems now. Their response to our needs is a major improvement from our previous IT support contractor.

GIS/Cyber-Security Dept:

GIS:

8. Prepared to support the 2025 Hydrant flushing effort.
9. Our HS intern is currently being trained in data entry facilitating into the Authority's GIS system. It is worth noting that this young man has been given an array of tasks in which he quickly adapted to and has or is currently executing the duties flawlessly. He is exhibiting excellent work ethics and the ability to learn at a quick pace.

Cyber-Security:

10. We received confirmation from JIF that the Authority has been qualified at the Intermediate Security Certification level so that our deductible is lowered to \$20k per claim down from \$100k+ We are currently working with

our MSP provider to ascertain what the cost and requirements will be to achieve the Advanced Certification.

11. Chris will be attending the SANS institute class covering ICS and SCADA security and cyber-security essentials. The class is on-line utilizing live instructors so that he will be able to attend from his workspace. This class was made available to the Authority at no cost via the NJCICC and is valued at approx. \$10k.

Senator Singer asked Mr. J. Flancbaum to update the Authority on the fence issue. Mr. J. Flancbaum explained the situation. There was property cleared out adjacent to our site here at 390 New Hampshire Avenue and some of the property that was cleared out, actually belonged to us. We have asked Morgan Engineering to stake out the limits of our property so we can fence it. This way no equipment gets stationed there. We authorized Morgan Engineering to move ahead under the general engineering budget for \$3,200.00.

Senator Singer added one more thing; as you know we amended the connection fees at the last meeting, for reduced rates for hookups. It is state law that we must charge. We gave the same rates to the schools and the churches. We are taking care the best we can.

XI. Commissioner's Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion was made by Mayor Coles and seconded by Mrs. Fish. The meeting was adjourned at 10:24 AM.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA