



**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**

**January 3, 2024**

- I.** Senator Singer opened the meeting at 10:10 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 10, 2023 and the Lakewood Shopper on February 9, 2023.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, and Senator Singer.  
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. Minutes**  
**Motion** to approve the minutes of the Regular Monthly Meeting held on December 5, 2023, was made by Mr. Theibault and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes."** **Motion carried.**  
**Motion** to approve the minutes of the Water and Sewer Rate Hearing held on December 5, 2023 was made by Mr. Theibault and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes."** **Motion carried.**
- VI. Chief Financial Officer Report**  
Given by Mr. Donald Sondak, CFO/Human Resources Director

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**LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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## 1. Motion to Approve Operating Voucher

The Operating Expense List in your Board Packets is \$1,449,480.89. There are no out-of-the-ordinary issues to note. The list includes the Annual MUA Pension Fund expense of \$411,569.00, the MUA Annual Dental Insurance Premium of \$53,268.00, the NJUA Joint Insurance Fund first premium payment of \$62,196.00 and \$246,610.26 of ARP expenses. Lastly, the Operating Expense List is hereby amended for a single invoice from Levin Shea Pfeffer & Goldman for Legal Services rendered during the month of December 2023 in the amount of \$1,375.00 to a new total of \$1,450,855.89. I recommend that the board approve the Operating Expense List as amended to \$1,450,855.89, with noted abstentions.

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

Senator Singer asked Mr. Sondak if we have started using Positive Pay yet. Senator Singer explained to the Board that we had a check washing incident with a check for \$325,000.00, We sent the check to our vendor and it was cashed by a company in Texas. The police were brought in and the matter is under Federal Investigation. The bank reimbursed us the full amount.

Mr. Sondak gave a summary of how Positive Pay works: we receive a listing of all presentments for that day and they need to be approved before the bank will release funds. We have given a list of all our regular vendors to the bank. If there is one that is not on the list, the email comes through to be approved or denied by us.

Senator Singer continued saying that other Authorities are turning to this as well since, unfortunately, it's becoming more of a regular occurrence.

## VII. Engineer's Report

Given by Mr. Adam Ponsi, P.E.

### 1. Update of Rules and Regulations

The Authority is continually in the process of reviewing and updating the regulations. The Authority is revising the regulations as follows:

- Revise Section 4.02 to update the initial application and escrow fees required to be submitted by an Applicant, eliminate multiple fees that can be incorporated as part of the normal escrow fees, and to match initial escrow fees charged by the Township for inspection. The initial escrow amounts have not been updated since 1991 and will help the Authority maintain positive escrow balances throughout the project.

At this time the Authority may approve Addendum #38 to the Rules and Regulations to update the initial application and escrow fees required to be submitted by an Applicant.

Senator asked the Authority Engineer to review this annually.



December 8, 2023 the Authority received a proposal from William Stothoff Company, Inc for the redevelopment of Well 9 in the amount of \$36,435.00.

At this time the Authority may award a contract under emergency conditions to William Stothoff Company, Inc for the redevelopment of Well 9 in the amount of \$36,435.00.

- **Resolution No. 24-05** Awarding Contract Well 9 Emergency Repairs 2023

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

5. Rutgers Boulevard to Chambers Bridge Road Water Main Loop

October 13, 2023 Colliers Engineering submitted a new proposal for engineering services to provide survey, design, permitting, bidding, construction administration, inspection services and as-built record plans for the water main loop from Rutgers Boulevard to Chambers Bridge Road in the cost not to exceed amount of \$129,300.00. The reason for the new proposal is due to the almost year long delay and water main realignment that was caused by the review from the NJDEP.

At this time the Authority may award Change Order #1 for closing out the original contract with Colliers Engineering for a credit in the amount of \$83,929.84.

- **Resolution No. 24-06** Awarding Change Order No. 1 Rutgers Blvd to Chambers Bridge Water Main Loop

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

At this time the Authority may award a professional services contract to Colliers Engineering for engineering services to provide a water main loop from Rutgers Boulevard to Chambers Bridge Road in the cost not to exceed amount of \$129,300.00.

- **Resolution No. 24-07** Awarding Professional Services Contract Rutgers Blvd to Chambers Bridge Water Main Loop

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

**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 Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood

This is for the purchase of gasoline. We have been buying gas from them for decades and in speaking with the Township Clerk, we are able to do a 7 year agreement.

- **Resolution No. 24-08** Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood

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

2. Resolution Authorizing the Execution of a Risk Management Consultants Agreement

This is for an agreement with Conner, Strong & Buckelew who we have been working with for many years. The cost is the same as last year, 6% of the annual JIF assessment which is \$7,553.52.

- **Resolution No. 24-09** Authorizing the Execution of a Risk Management Consultants Agreement

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

**X. Technical Operations Report**

Given by Mr. Bob Farina, Operations Supervisor

**Operations Dept:**

1. Operations Dept completed our actions in response to water quality and pressure complaints as was reported by the residents of a small section of the Somerset Walk neighborhood. This included pressure monitoring, water quality testing and a mini-flush of the affected zone. Our pressures were found well above the state minimum requirement as was our water chemistry that was well within and or exceeding state requirements. There was feedback from at least one affected customer that stated that their water quality issues improved.

Senator Singer thanked Mr. Farina and Mr. Robbins for doing a good job with this situation.

**Technical Operations Dept.:**

2. All SCADA and communications equipment is up and running with no issues.

**IT Dept:**

3. Verizon vehicle fleet GPS upgrade is now completed.
4. Avaya phone system IP Office failover has been completed.
5. Currently working with our SCADA contractor in completing SCADA software upgrades.

**GIS/Cyber-Security Dept:**

**GIS:**

6. Chris attended the Esri Mid-Atlantic user conference where he made contact with a drone expert and had discussions regarding costs and a path to establishing a program for the Authority. This craft could be a very useful tool with our water storage tank visual inspections and with the surveilling of our properties and infrastructure.
7. The WQAA annual certification has been completed.

**Cyber-Security:**

8. The state and local cybersecurity grant application was submitted on time.
9. Cyber JIF insurance support information was submitted as well.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

The meeting was adjourned at 11:27 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA