



**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**

**November 3, 2021**

- I. Senator Singer opened the meeting at 10:00 A.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 October 8, 2021 and in the Tri Town News on October 13, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mr. Theibault, Committeeman Lichtenstein, Mr. S. Flancbaum, 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. Bob Farina, Director of Operations, Harry Robbins, Operations Manager and Mr. Adam Ponsi, P. E.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting held on October 5, 2021, was made by Mr. Theibault and seconded by Mr. Flancbaum. **On roll call**, all members present voted **"Yes"**. **Motion Carried.**
- VI. **Chief Financial Officer Report**
  1. We haven't heard anything yet from the State regarding the actuarial report, still waiting on the budget. Justin and I met with Skip and we are pretty well wrapped up, just waiting on the State. Senator Singer asked Skip if there is anything he wants to add. Skip said we have been working closely with Justin and Don, everything is good. We have to get the actuarial report from the State of NJ and then we can complete the budget.

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**2. Motion to Approve Operating Vouchers**

**Motion** to approve operating vouchers in the amount of \$1,092,133.49 was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "Yes" with **noted abstentions. Motion Carried.**

**VII. Engineer's Report**

**1. Oak Street 8 Lot Subdivision (Mordechai Eichorn)**

- Resolution No. 21-96 Granting Conceptual & Technical Approval  
Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted.**

**2. Well 7 Emergency Repairs 2021**

- Resolution No. 21-97 Declaring an Emergency  
Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted.**

**VIII. Attorney's Report**

Business as usual.

**IX. Executive Director's Report**

**1. Snow Plowing Services for the 2021-2022 season**

We received one proposal from Snow Services Corp. for \$4,430.80 monthly for up to 3 occurrences and a threshold of 15 inches. This is the same company that has been servicing us for the last several years and we are very happy with them.

- Resolution No. 21-98 Awarding Contract for snow clearing services winter 2021-2022  
Motion was made by Mr. S. Flancbaum seconded by Mrs. Fish. On **roll call**, all members present voted "Yes". **Adopted.**

**2. Motion authorizing competitive contracting for 2022 Lab Testing Services**

Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted.**

**3. Motion adopting 2022 Holiday Calendar**

Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted.**

## **X. Technical Operations Report**

### **Operations Dept.:**

1. Well #3 new vertical turbine motor and pump changeover work is in progress. We are still awaiting the arrival of Well #19 equipment. Well #7 pump and motor were pulled out and the motor was brought to a motor repair shop to evaluate the premature failure.

### **Technical Operations Dept.:**

2. All SCADA and Communications systems are working well.
3. We have received and are installing surge suppressors on all SCADA analog inputs in the ongoing effort to mitigate electrical surge and lightning issues.
4. After recently attending a NJ Water association seminar I was made aware of a surge suppressor that protects our pressure devices from surges and lightning. We will be able to out fit every one of our pressure instruments for the cost of replacing just one damaged pressure device. These protective devices are being sourced by a vendor that has been supplying us with other equipment for years.

### **IT Dept.:**

5. In working with the CFO/HR Director, Leon is addressing the SAAS agreement with the vendor Paylocity to ensure the Authority's 3<sup>rd</sup> part vendor policy is being adhered to prior to moving the HR data to the cloud.
6. With respect to the Sensus upgrade, Stage 1 is completed which included the kickoff meeting with all required players present. We are now in stage 2 which involves collecting and verifying data to be entered into the new database. We will be getting to the last stage by mid-November at which time integration, RNI cutover and training will take place.

### **GIS/Cyber-Security Dept.:**

#### **GIS**

7. Preparing the RFP for the Enterprise GIS deployment which is Step 1 of a multi-phase rollout for the longer-term GIS strategic plan.
8. Setting up demos for online application acceptance and processing via City Works software.

#### **Cyber-Security**

9. Collecting information to receive our Tier 3 certification from the NJ MEL/JIF.
10. Finalizing the purchase of the Access Rights Management System that will enable us to enforce, track and monitor access to the Authority's files and directories.
11. Currently evaluating the next generation of anti-virus software's.

## **XI. Commissioners' Report**

## **XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

A **motion** was made by Mrs. Fish, seconded by Mr. S. Flancbaum to adjourn meeting. **On roll call**, all members present voted “**Yes**”. The meeting was adjourned at 10:15 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA