



**Board of Commissioners**

*Senator Robert Singer, Chairman*

*Raymond Coles, Commissioner*

*Anne Fish, Treasurer*

*Samuel Flancbaum, Assistant Secretary*

*Michael Sernotti, Commissioner*

*Craig Theibault, Alt. Commissioner*

*P. G. Waxman, Vice Chairman*

**THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting Minutes**

**October 7, 2014**

- I. Senator Singer opened the meeting at 10:02 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.
- 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, 2014 and The Tri Town News on February 12, 2014.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On the roll call the following Commissioners were present: Mr. Sernotti, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**  
A motion to approve the minutes of the Regular Meeting held on September 9, 2014, was made by Mr. Waxman and seconded by Mr. Sernotti. On a **voice vote**, Mr. Sernotti, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Aye**". Mr. Coles abstained since he did not attend the meeting. **Motion carried.**
- VI. **Chief Financial Officer Report**  
Mr. Rappoccio reviewed the results of the report as of August 31, 2014. As in the past, Mr. Rappoccio said he reviewed the results with Mr. Flancbaum in detail. The net position for August 31, 2014 is roughly \$1.8 million. The results are favorable to the budget by approximately \$377,000.00. This is being driven by connection fees. Mr. Rappoccio wanted to point out that the revenue section was split. There are connection fees which are non-recurring. The Authority will be collecting water and sewer fees but

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not these specific connection fees again. The expenses continue to run slightly favorable to the budget as well. Senator Singer said that it was discussed that more reports will be generated for the commissioners so that a better understanding of the aging of the account is accomplished. Senator Singer asked Mr. Flancbaum to explain this to the commissioners. Mr. Flancbaum said that the Authority is moving towards Mr. Rappoccio having a finance department. This department will assume more responsibilities as far as billing and purchase orders. These responsibilities are now part of the administrative department. The finance department, over time, will also keep track of vouchers for construction accounts and budget accounts. They will also be taking over the escrow accounts from the engineering department. Senator Singer said that the escrow accounts are now being done by Mr. Ponsi. It is very time consuming and it is an accounting item and not engineering. But you have to understand what you are looking at before you do it. So eventually it will go over to the finance department. Engineers are doing accounting work and it is time consuming. These are items that will be taken over by the finance department over time.

Mr. Rappoccio said that the new billing clerk that was hired, Ms. Stansbur, has been doing a great job. She hit the ground running. She is a solid backup for Ms. Miller.

Senator Singer asked Mr. Bauer if he had anything he wanted to report on. Mr. Bauer said he has reviewed the budget with the committee and everything is right on target. Senator Singer said he understands that there will not be a rate increase.

## **VII. Engineer's Report**

### **1. Meter Replacement Phase 2**

- Resolution Closing Contract, Releasing Performance Guarantee and Accepting Maintenance Guarantee

At this time the Authority may close out the contract for In Line Services, Release the Performance Guarantee and accept the Maintenance Guarantee conditioned on In Line Services providing certain information regarding the location of the meters they installed. Mrs. Lapa read **Resolution # 14-110 Release of Performance Guarantee, Accepting Maintenance Guarantee And Closing Contract**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

### **2. NJAW Temporary Sanitary Sewer Bypass Route 70**

- Resolution Awarding Professional Services Contract

New Jersey American Water Company came to the Authority asking for a temporary connection so that they can do repair work on their sanitary sewer. In order to allow this an analysis had to be done. During the analysis it was found that the Authority is lacking certain information on our sanitary sewer. There was a conflict in datum. This is a problem that the Authority is having all through the system. We have two different datums. It looks like the sanitary sewer in some areas are back pitched. The water would have to raise up one and one half feet before it can get into the next sewer line. It is not actually the case. The actual case is that the information is based on two different surveys. One is a format that was used in 1929 that carried on until 1988. All the elevations that the Authority has on the mapping is about one and one half foot different if it was done prior to around the year 1990. Mr. Waxman questioned if this is consistently different throughout the sanitary sewer. Mr. Morrill said that it is relatively consistent. It is between one foot and one and one half foot. A half foot is a big issue in

a sanitary sewer. When the analysis was done we were told that it looks like one of your sewers are back pitched. Mr. Morrill said no, it is not back pitched and he knows that for a fact. But a survey had to be done to go down Route 70. The cost was \$8,000.00. New Jersey American agreed to pay \$2,500.00 of that. The information was needed anyway. Senator Singer asked if anything was found improper when the survey was done. Mr. Morrill said no. Mr. Waxman asked if this is across the board. Mr. Morrill said that there are dozens of areas where we have new mapping at one datum and old mapping at a different datum. Mr. Flancbaum said that this is not something that is unique with the Authority, it is industry wide. Mr. Waxman asked if the Authority has new mapping for the service area. Senator Singer said there is new mapping in areas where pipes have been replaced or new developments. Otherwise there is no reason to do new mapping. If there is a need, such as this, then it is done. If there is a break, it will be opened up anyway. Mr. Morrill said that he discussed this with Mr. Flancbaum. Mr. Morrill recommends that it will be noted in the GIS what datum these things are on so that we will know. We do not want to resurvey the Original Leisure Village and Leisure Village East. It is not needed. We know the system works. It has been working for fifty years. But you need to know it is not the same datum. When you look at it, you need to understand it. We have come up with nomenclature to put in our mapping, so that we know that. When we go from one to another, we may have to do some surveying. Mr. Waxman asked if it is a different color. Mr. Morrill said we can put it in different colors. Mr. Waxman said it should be. Mr. Flancbaum said nothing was finalized yet. As the GIS is developed, it will be very clear. Mr. Flancbaum said the fee that will be charged to New Jersey American Water will be twenty percent over what the OCUA charges the Authority. It will be metered and all expenses will be paid by New Jersey American Water. There is a resolution to award a professional services contract to GTS Consultants. Mrs. Lapa read **Resolution # 14-111 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

### 3. Chestnut Street Development-insertion valve

#### Resolution Awarding Contract

A line stop is a temporary plug in a water main. It stops the water just like a valve. It is a big rubber plug. This development needs a line stop to be put in. When we looked over their information, they actually used an insertion valve. They can insert a valve in the line while it is live. Then they take the operating mechanism off and replace it with a blank piece of steel. Mr. Morrill said he told Mr. Flancbaum that it will benefit the Authority if we would talk to them and leave that valve assembly in place. The developer said the plans call for a line stop. If the Authority would pay the difference for the twelve inch valve is \$4,105 versus about \$12,000 for a valve. Mr. Waxman said it is good to have in case for an emergency. Mr. Morrill agreed. It is an excellent thing to have in place. Senator Singer asked why the Authority has to pay for it. Mr. Morrill said that they were actually going to take the mechanism back off to reuse it at another location. Mr. Waxman asked if the Authority can mandate that they put it in permanently when they come in initially with the plans. Mr. Morrill said it is not necessary for their development. It was not their responsibility to do this. It was a situation where the original water line did not have a valve in a location where we really needed it. Mr. Flancbaum said that this would further isolate properties in event of a main break. This is good for the system. Mrs. Lapa read **Resolution # 14-112 Awarding Professional**

**Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

**4. Lakeview Village Phase 2 pad site**

- Resolution Accepting Terms of Agreement

This project is located by the Quick Chek and CVS, Route 88 and New Hampshire Avenue. They are finalizing their project which is a new pad site. On this site they have a fire hydrant which the Authority has been flushing. When it was brought up, Mr. Flancbaum felt that the Authority should not be going on without being compensated. They agreed that the Authority can go on their site and flush their hydrant and they will pay the Authority \$500 annually. It really should be flushed. Mr. Morrill thinks it is a good agreement. Mr. Smith said that there was some discussion about making this universal practice as it is not convenient to do separate agreements with each developer. Mr. Smith sent a memo to Mr. Flancbaum suggesting that a rule should be adopted. Senator Singer said that a rule should be prepared to be adopted at next month's meeting. Senator Singer asked Mr. Morrill if he is okay with this. Mr. Morrill said yes. Senator Singer said that every few years the cost should be reviewed. Mr. Smith said yes, it is in the agreement and it will be put into the rule that will be adopted. Mrs. Lapa read **Resolution # 14-113 Authorizing The Execution Of The Hydrant Flushing Agreement Lakeview Village Phase II Pad Site.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

**5. Update Rules and Regulations**

- Motion approving changes to the Rules and Regulations

This is an update for pipe materials. Typically, the Authority has not been using HDPE but it was found that for the directional drilling that is probably the best material to use. Ductile iron cannot be used. Since we did not have them in the Rules and Regulations when they were adopted in 1992, we have updated it to go with the HDPE pipe. Also, it was found that the requirements for the bacteria testing for the new mains did not match up with the New Jersey Administrative Code. So the Rules and Regulations were changed to bring our regulations in line with the State. A **motion** to authorize the changes to the Rules and Regulations regarding HDPE piping and requirements for bacteria testing was made by Mr. Waxman and seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**". **Motion carried.**

**6. Bids for Chemicals and Cold Water Meters for Calendar Years 2015-2016**

- Authorization to Bid

A **motion** authorizing to bid for Chemicals and Cold Water Meters for Calendar Years 2015-2016 was made by Mr. Waxman and seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

**7. RFQ's for Engineering Services for Calendar Year 2015**

- Authorization to issue Request for Qualifications

A **motion** authorizing to issue Request for Qualifications for Engineering Services for Calendar Year 2015 was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

## **8. Competitive Contracting for Water Testing Services for Calendar Year 2015**

- Authorization to issue Request for Proposals

A **motion** authorizing to issue Request for Qualifications for Competitive Contracting for Water Testing Services for Calendar Year 2015 was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

## **9. Wells #1, #2, & #3 Ammonia Treatment-project status**

Mr. Morrill wanted to inform the commissioners that we are going forward with our testing procedure. We have a contract with an engineer to develop plans for Wells No. 1 and Wells No. 3. This was starting to interfere with the bid date. We came up with what we feel is the best solution. The improvements should take into account the construction of a small air stripper. The construction and the electrical will be compatible with the air stripper should it be needed. We feel that this is the best solution and the cost is reasonable to make sure the building is adequately sized. If it would have to be redone at a later date it would have been more costly. The engineer is going forward with his modification of the plans. The only thing that we saw that would need to be changed should we have to go to the air stripper is the size of the generator. But we could sell the older generator and upgrade to a larger generator at that time.

## **10. Abandonment of the Woodlake Pump Station—Project Status**

The plans for the sanitary sewer along Route 88 are being pushed forward. This would eliminate the Woodlake Pump Station. The pump station is a combination of a wet well and a dry well. The dry well is a steel can that was built in the early 1970's to house the pumps and controls. At the very bottom is a sump so that any water that comes in is pumped back out. The welded seam in the sump is now leaking. So we have a slight leak coming into it. This indicates the steel can is coming to its end. It is getting patched up. If the Authority has to keep the pump station, the can would have to be replaced. This would be a major expense for the Authority.

## **VIII. Attorney's Report**

Mr. Smith said that Mr. Flancbaum asked him to acquire easements dealing with the sanitary sewer on Route 88. A resolution is needed authorizing him to do it. It is a standard form resolution which says that it can be acquired either by purchase or condemnation. Appraisals are being ordered. To expedite the matter you first need the metes and bounds descriptions in order to order them. You need the appraisals in order to negotiate. The metes and bounds descriptions are not ready yet. Mr. Flancbaum said it will be ready any day. Mr. Smith said that his office will be closed for the holiday of Succos. Mr. Smith wrote a letter to Mr. Tony Graziano who is the appraiser that the Authority uses and is one of the top appraisers in the state. Mr. Smith wrote that this is your authorization and you will be getting metes and bounds from the either the Authority's engineering staff or the Executive Director during the time that he is away and he should go ahead and start the appraisals. Senator Singer said the Authority had trouble on this road in the past. Some of these people have been very difficult. If they do not want to sell it then condemn it and the rest will be taken care of in court. At some point we have to go forward and not deal with their nonsense. They think that the piece that the Authority is taking is worth a lot of money. Mr. Smith said that with condemnation you get title upon filing of the complaint and then you can argue. Senator

Singer said he thinks that some of the lots have owners that do not live in the area and have this idea that it is valuable.

With regard to the litigation with New Jersey Business Systems, it has been quiet. They have not answered. Mr. Waxman said he thought a motion was going to be made. Mr. Smith said he had conversations with him. Around three weeks ago they called to say that there is a lot of material to go through and they are just about done. We will get back to you shortly. In the interim Mr. Smith also got a call from the expert witness. He had a quadruple bypass. The quiet time worked out on both sides. Now he has to talk to the expert witness to see if he can continue to work on this. Mr. Smith said he received an email from the expert witness the other day in which he said "Tell me what I can do, I am ready to help you". But Mr. Smith wants to make sure he is up to it. Mr. Waxman asked Mr. Smith how come he did not make the motion as was discussed at last meeting. Mr. Smith explained how this works. You make the motion. The other side says it is a vast amount of material and we need time. The judge says okay, how much time do you need? They say they need another three to four weeks. The judge then says okay. Mr. Waxman asked why that was not done three weeks ago. Mr. Smith said he would be happy to work the file that way if that is what you want. The legal fees for the motion and going to court are \$2,500. The other side said that they are working on it and they are almost done. Mr. Smith said he did not want to churn. Mr. Waxman asked why you don't let them know that they have a deadline. Mr. Smith said he is working on it. But this worked out to the Authority's benefit. Because once the answers are received, the expert witness is needed to go over the answer and show what the points of entry are. By coincidence it worked out. Senator Singer said not to do anything until you hear from the expert witness. Senator Singer told Mr. Smith that when he gets back from his vacation if you do not have anything from the other side, go to court. And ask for the attorney's fees for going to court. Mr. Smith said okay. The Authority answered their interrogatories. Mr. Flancbaum said it was sent out a couple of months ago. Mr. Smith said that hard work was put into the answer. Senator Singer said he is very happy that there is an insurance company involved here. If something happens to this company, it will not affect the Authority.

Mrs. Lapa read **Resolution # 14-114 Authorizing The Acquisition Of Property By Condemnation Or Purchase**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

A discussion took place regarding the appointment of Attorney for the next year through RFPs.

## **IX. Executive Director's Report**

### **1. Resolution awarding contract to T&M Associates for energy consulting services**

Mr. Flancbaum said included in the monthly packet was a list of projects T&M Associates has completed. They recently designed and coordinated the installation of a photovoltaic (PV) solar field at one of the Jackson MUA's facilities. A solar developer is locked in to build and install a solar field. That solar developer is providing electricity to certain facilities for fifteen years for a fixed rate. Whatever energy is leftover, the solar developer sells back to grid. The only cost to the Jackson MUA was the cost of the analysis to see if they would be a candidate for this and also the cost of the design. The build, installation etc. is on the solar developer. The Jackson MUA will be saving

\$75,000 per year for the next fifteen years being locked into this rate. Mr. Flancbaum asked T&M Associates to take a look at our New Hampshire Avenue and Shorrocks Street facilities. The Shorrocks Street facility is encumbered by wetlands and does not really have that much property to consider. So the Shorrocks Street facility was ruled out. At the New Hampshire Avenue site there is vacant property adjacent to the Township property and roof space. Senator Singer asked if the Authority has additional vacant property. Mr. Flancbaum said yes, the Authority has vacant property adjacent to the Township property. Senator Singer asked how much does the Authority have. Mr. Morrill said around two acres. Senator Singer said that is good, something large can be done. Mr. Flancbaum said that he asked T&M Associates for a two phase proposal. The first phase would be an analysis. The second phase would be more in depth, a site visit and a conceptual plan. The first phase is to determine what the maximum size system can be installed at the New Hampshire Avenue site. They will review one year of our electric bills for each facility on the property. They will then provide an opinion on anticipated solar developer interest. This analysis will take a look at everything to see if the New Hampshire Avenue site a candidate for this type of project. The proposed cost for phase one is \$1,500.00. If phase one is favorable, phase two will consist of a site visit to evaluate the different facilities for shading and roof obstructions to see if panels can be put on top of the buildings. Also, the shopping center that is being built next door has a lot of roof space. So there is a possibility of some sort of public/private partnership where maybe the panels can supply the shopping center with their power and also supply the Authority with power if the Authority does not have enough power on site. Mr. Flancbaum said he reached out to the developer's attorney and he said his client is definitely interested. Mr. Flancbaum said he will reach out to them also. So meetings will be held with the adjacent property owner. Phase two also includes preparation of a conceptual plan, determine anticipated energy savings over the capital life of the system, which is ten to fifteen years, a financial analysis, and also a recommendation of what the next step would be. Phase two does not include any structural or electrical evaluations. Neither does it include a real design. The cost for phase two is proposed for \$8,000.00. That would depend if phase one is favorable. The total proposal is for \$9,500.00. Mr. Flancbaum said he thinks that it is definitely worth looking into phase one to see if the Authority is a candidate for this project. It can be a big long term savings for the Authority. Senator Singer asked when the original design was made for the New Hampshire Avenue Complex with Hatch Mott MacDonald, they said it did not pay to do it. Mr. Flancbaum said that is a little bit different. The cost of the building and installation would have been on the Authority. The Authority would have been the entity that was supplying ourselves with some power and selling back the power to the grid. That whole market is not what it was. The private market is dead. But there are solar developers, large groups that do this. They are supplying the power to you and also taking care of supplying the power to others. Senator Singer asked the commissioners if they were interested in this. The commissioners were okay with going ahead with this. Mrs. Lapa read **Resolution # 14-115 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Coles, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

**2. Resolution awarding contract to Duvy's Media for alert notification system upgrade**

Mr. Flancbaum said that the Authority would like to upgrade the alert notification system. Currently there is an icon on the website that can be clicked and put in your information, name and cell phone number for a text message or email address. We would like for subscribers to be able to choose categories or locations of which they would like to be included for notifications. This is similar to what the Township has. The upgrade would allow the Authority the ability on the administrative side as opposed to have to go to the company that hosts the website. In the event of an emergency, we can choose which customers we will notify, which categories we are going to notify with. A proposal was received from Duvy's Media for \$1,200.00. Mr. Flancbaum would like to give them the go ahead to be able to upgrade the notification system. Mrs. Lapa read **Resolution # 14-116 Awarding Contract For Alert Notification System Upgrade Duvy's Media.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

**3. Resolution awarding contract to A to Z Site Contractors, Inc. for access road repair at Shorrock Street well field**

Mr. Flancbaum would like to table this item on the agenda. This was a proposal that was received from A-Z Site Contractors to do some repairs to our well field access road that we have on Shorrock Street. Mr. Flancbaum said that he would like to take a look at some different options on how to repair it. The price that was given was to put a base down with crushed concrete. The amount was \$15,000.00. It was felt that it was too much money to spend on that access road. There are some dips in the road that definitely need to be repaired. Senator Singer recommended speaking to the Township regarding this road. They have the capacity to do it. Senator Singer asked Mr. Coles if that is correct. Mr. Coles said the Township has the capacity to do it. The Township needs to get the money to buy the asphalt. Senator Singer said maybe they can do us a service and the Authority would pay for the asphalt. Mr. Coles said that now is a very busy season for the Township, it is leaf collection season. All the Township road crews will be picking up leaves for the next couple of months. If it can wait till spring time, it should be able to be done. Mr. Flancbaum said there are some areas that need to be taken care of before the winter season. There are areas that retain water and ice over. The Authority can take care of it temporarily, possibly fill it with stones. Mr. Coles said a pothole repair can be done. Mr. Morrill said it is just a gravel road. Mr. Flancbaum said that the end of the road, the gravel disappears and it is more dirt. Senator Singer said then maybe bring in some more gravel. This should not cost \$15,000.00. Mr. Flancbaum said that they are now looking into different options. This was to take the access road and make it a real road. Senator Singer suggested bringing in crushed gravel to fill it in. This would cost a few thousand dollars. Mr. Flancbaum said that is what he was thinking.

**4. NJ American Water Company-temporary wastewater diversion**

This was already discussed in the engineer's report.

**5. Employee cell phone allowance**

Currently, certain employees receive a \$25.00 per month cell phone allowance. Mr. Flancbaum thought that it should be increased to \$50.00 per month. The cost of cell phone plans have gone up. Senator Singer explained that some field employees do not have Authority provided cell phones. When they are out in the field and need to be in contact with the office, they use their personal cell phones. Those employees receive a



\$25.00 monthly allowance. Senator Singer thinks that the amount should be increased to \$50.00, which is a more reasonable amount. In discussion with the CFO, it was decided that those employees need to submit a copy of their phone bill. If the Authority is audited by the IRS and there is not a copy of the phone bill, it is considered income. Any personal information on the bill can be blacked out. If the Authority has a copy of the phone bill, it is considered reimbursement and not subject to income taxes. Mr. Waxman asked if the Authority should send the money straight to the cell phone provider. Mr. Bauer said the Authority would still need a copy of the bill. Senator Singer said that this is the cheapest way to do it. It is easiest to give the employees the check. Mr. Bauer said he does the same thing in his office. A **motion** authorizing increasing the employee cell phone allowance to \$50.00 was made by Mr. Waxman and seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

**6. Authorization to advertise RFP for snow removal services for winter 2014-2015**

A **motion** authorizing the advertisement of Request For Proposals for snow removal services for winter 2014-2015 was made by Mr. Waxman and seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

**7. Monthly bill list update**

Mr. Flancbaum said that from next month and on, the monthly bill list will include all checks written from the escrow accounts.

Mr. Flancbaum added two items to his agenda:

**8. Wide Format Printer**

Mr. Flancbaum would like a resolution to be passed to award a contract to New Jersey Mail Systems for a wide format printer. The printer that is being acquired is a HP Design Jet T2500. It is more robust than what we currently have. It is a sixty (60) month lease for \$335.00 per month. Mr. Waxman thought this is a long lease. The printer might be obsolete by the end of the lease. Mr. Flancbaum said that what we are looking at now is something faster and easier to use than what we have now. There are \$50,000.00 printers that you can buy. Big engineering firms have that. The Authority does not need it. Senator Singer said this is needed. There are times when hard copies of maps are needed. Mr. Waxman asked how many copies are made. Mr. Flancbaum said it is used a lot. It is a copier, printer, scanner and a plotter. It scans large maps. The plotter is used for the GIS. It is a great asset. Mr. Waxman asked how come we need to scan, do we not get what is needed digitally. Mr. Morrill said no, we definitely need a scanner. Mr. Waxman asked if that might change shortly. Mr. Flancbaum said no. He thinks that we will always have a need for a large map scanner and we will need hard copies of maps. Mrs. Lapa read **Resolution # 14-117 Awarding Contract To New Jersey Mail System by State Contract**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

**9. Mail Returns**

The Authority had almost 100 reminder notices that were sent back to us as "undeliverable-return to sender". The Authority has been having intermittent issues with the Post Office even with the regular bills that are being sent out. A lot of the bills, as they go through the Post Office, end up getting ripped. Senator Singer said that other Authorities are having the same problem. Part of the problem is that the bill card is perforated. There are two choices. It can be put in an envelope. But that would cost

thousands of dollars more per year. Another option would be to send the bills out with the cards not perforated. Senator Singer said that we should use the option of sending it out not perforated. Regarding the returns of the reminder notices, the cost is fifty cents for each returned envelope. These are a second notice and Senator Singer thinks that the Authority may not be required to send out a second notice. Mr. Smith will double check this. So if a reminder notice is returned, the Authority will not send it back out again. It is too expensive and cumbersome, especially if it is not required. It is a second notice and also the Authority does not shut off service. They will get their bill the next quarter. Mr. Waxman asked about sending out bills through email. Mr. Flancbaum said the Authority has the option for emailing bills, but it is not implemented yet. Mr. Smith asked if a customer did not pay their bill, will the next quarter's bill show the previous balance. Mr. Flancbaum said yes, it will show a previous balance. Mr. Smith said that a second notice is not needed. Senator Singer said the reminder notices will be sent out. If they get returned to the Authority, it will not be sent out a second time. Senator Singer said he suggested to Mr. Flancbaum to call Rep. Chris Smith's office and get him involved. We have to get to someone higher than the person at the post office. We need to be in touch with someone at their sorting area in Trenton to ask why they are getting kicked out as undeliverable. Something is wrong because they are not even attempting to deliver them. These reminder notices that are being returned have legitimate addresses. The original bills being sent to these addresses are not being returned. We have to find out what is happening at the post office.

**X. Instrumentation/IT Department Report**

**1. Shorrock St. SCADA equipment change out status**

The Shorrock Street Plant SCADA equipment change out is progressing forward at a good pace. We are looking to test the filter operation with the new GE equipment in approximately two months. Our water demands will be on the lower side enabling us to have at least a few days to test.

**2. Shorrock St. chemical feed pump and pressure transmitter change out status**

All the chemical feed pumps in the Shorrock Street Water Treatment Plant are now replaced with new units of all the same size and make. They have been tested and are functioning well. In addition, we have received the first delivery of new pressure transmitters for the filters effluent flow readings. They have been bench tested and are ready to be installed. This equipment has reached the limits of its expected life.

**3. New IT employee status**

Our new it employee, Mr. Leon McBride, is working out well. He has addressed most if not all of the issues that have compiled over the last few months. At this point he looks as though he is going to be a good fit as well as an asset to the organization.

**4. Computerized Maintenance Management status**

The first batch of raw preventive maintenance data compiled for us by the operations department has been sent over to our computerized maintenance management system vendor, Emaint. We may begin to import into the system and begin building and customizing it to our specific needs. This is starting off well. There is a professional at Emaint that is aiding us in getting this off the ground. This will eliminate a lot of paper.

**5. Authority's computer hardware security and vendor CSI, Inc. status report**

Mr. McBride has gone over the security programs in all of our machines to insure that they are up to date and protected. He installed the respected software if they were needed. He currently has on his agenda to meet with our IT vendor, CSI, to perform a thorough inventory of our computer and computer related assets to determine what we have and what may or may not be needed. In addition, he plans to meet with them regularly via phone in order to keep track of exactly what they are doing with our equipment and our support as a whole. He has also requested from this point forward that the vendor issue change controls as a way for us to keep track and have on record any changes and/or alterations that they may make to our systems. In the past they have done alterations and changes and there were problems and the Authority did not know about it. With this system in place there will be a hard copy that can be scanned into the computer. This will give us information as to why changes were made.

Mr. Morrill said that there was a leak at the Woodlake Pump Station. Mr. Morrill asked Mr. Farina for help with the leak. The IT Department put in a sensor. Before the water gets to a dangerous point, a notification is sent through the SCADA system. It is a big benefit for the Authority having the IT Department.

#### **XI. Commissioners' Report**

Senator Singer said the budget was looked over. There will not be an increase in rates this coming year. There is a five year capital plan, replacing pipes etc., in place. The IT Department should look at what might be needed to be purchased for the next year and it should be budgeted. The Authority is looking to hire two new employees some time during next year. One employee will be working in the CFO Department. That employee will help with the billing and other aspects. The new employee will help get the bills getting out smoothly. Another employee will be hired for the Operations Department, a field worker. Mr. Waxman wanted to know why sending out the bills are not automated. Senator Singer explained that the billing is an involved thing. The Authority is ahead of ninety eight percent of the other Authorities. This is an antiquated system, but it is the only game in town. There is no other system. Senator Singer said he also thought that all you do is press a button and you have the bills, but it does not work like that. It is not a simplistic thing. Numerous people need to know how to do the billing. In case someone is out, leaves or on vacation, the billing will get done. That is why a second person was brought in and now a third person. We will start to get a lot more information out of that department than we get now. It will consolidate a lot of other issues. Keep in mind the goals we have. If you are doing the billing and there is a commotion at the front desk with a customer, it does not mesh well. Eventually the billing department has to be in a separate area. The customer service department has to be developed under Ms. Gaynor. When there is a problem that needs to be dealt with, they will deal with it. If it something so involved that they have to trace back the bill, then they will go to the billing department to look at it. If you call any water company, there are customer representatives that take care of it. The Authority was small enough so that everyone chipped in. It is getting to the point where it is too disruptive for a normal flow of business. Eventually Ms. Gaynor's division will change as to what their responsibilities are. She will need more people to do it. The Authority has to start departmentalizing and get ready for the growth that is happening. We are growing with customer needs and responsibilities. The billing is a complicated system. The Authority has become more of an expert in the system than the people that made it. Other Authorities are coming here and saying they wish they are doing the remote capture that we are. Mr.

Flanbaum said it is the future of metering. Senator Singer said the Brick MUA built an empire of over 100 employees. Now they are going through major layoffs. Our Authority is preparing for the future. We want to budget for the new employees. When Mr. McGregor feels he needs another field worker, we will bring one in during the course of next year. The architect is looking where we have to go size wise to meet the demands of our growth. Including building a basement adjacent to us here for the storage of our records. They can be stored on site. An elevator can be put in. Senator Singer complimented Mr. Flanbaum on how issues are handled. One of the skilled workers hurt his hand. Everything is okay, but he was on light duty. The worker was set up to do data entry in the office. This past summer a Lakewood High School student was brought in. He did data entry. He was a nice young man. He will come back during the year on the holidays. We are giving back to the community in that aspect. We are probably the fastest growing Authority in the County. We are implementing cutting edge programs that other Authorities are not doing. We are learning some things, like the solar system. Senator Singer does not think that another Authority has an aggressive and advanced IT Department as we do. They certainly do not have the remote capture like we do. We are investing in the Authority and investing in our people. Mr. Flanbaum said that the Authority became a case study. People come down here to see how we operate. Senator Singer said he wishes there is a better system than we have now, but there is not. Part of the reason is because there has not been a demand. In the future there will probably be a better billing system coming out. The Authority will not spend the money to develop a system.

Senator Singer the Authority will not wait until the vehicles stop running, we will upgrade them on a regular basis and turn them over to the Township to help them out. They will get the vehicles when they are still fine and working. Senator Singer told this to the Mayor. The Mayor said the Public Works need vehicles to inspect the parks and other things like that. Instead of the vehicles having so many miles and then going to the junk yard, we will be replacing them earlier.

**XII. MEETING OPEN TO THE PUBLIC**

There was no response from the public.

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. MOTION TO APPROVE THE OPERATING VOUCHERS**

A **motion** was made by Mr. Coles and seconded by Mr. Waxman to approve the Operating Vouchers in the amount of \$620,056.08. On a **voice vote**, all members present voted, "**Aye**". **Motion passed.**

**XV. CLOSED SESSION**

**XVI. OPEN SESSION**

**XVII. ADJOURNMENT**

**A motion** was made by Mr. Waxman, seconded by Mrs. Fish to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:57 A.M.

Respectfully submitted,

Nancy Lapa,  
Secretary, LTMUA