



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

March 1, 2023

- I. Senator Singer opened the meeting at 11:00 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 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, Mayor Coles, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein 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, 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**
A **motion** to approve the minutes of the Annual Reorganization Meeting, the Water/Sewer Connection Fee Hearing Meeting and the Regular Meeting Minutes all held on February 7, 2023, was made by Mr. Theibault seconded by Mrs. Fish. On **roll call**, Mayor Coles abstained, all other seated members voted **“Yes.” Motion carried.**

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390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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VI. Chief Financial Officer Report

Given by Mr. Donald Sondak, CFO/Human Resources Director

1. Motion To Approve Operating Expenses

Mr. Sondak reported the Operating Voucher in your Board Packet is \$1,230,634.71. While there are no out-of-the-ordinary expenses to note, the list includes a quarterly OCUA invoice in the amount of \$715,391.72. In addition, the Operating List is amended to include \$12,636.25 for Levin Shea Pfefer & Goldman for services relating to General Counsel & Escrow, Labor Counsel Legal Services, and an annual review of the Authority Rules & Regulations Manual. Mr. Sondak recommended that the board approve the Operating Voucher as amended to \$1, 243,270.96 with noted abstentions.

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

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, Director of Engineering

1. 1890 Swarthmore Avenue Warehouse Addition (Owner/Developer: 1890 Swarthmore, LLC- Elliot Bohm & Jack Skorski)

Mr. Ponsi reported on February 8, 2023 GTS Consultants issued commercial/industrial review #2. At this time the Authority may authorize the Executive Director to endorse applications for the 1890 Swarthmore Avenue Warehouse Addition project. OCUA approval is required due to the proposed development generating over 2,000 gpd of sanitary sewer flow.

- **Resolution No. 23-34 Authorizing Executive Director to Endorse Applications 1890 Swarthmore Avenue Warehouse Addition**

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

2. Shorrock Street Water Treatment Plant Greensand Plus Changeout

Mr. Farrell reported on February 9, 2023 the existing media at the Shorrock Street Water Treatment Plant was tested by GEL Laboratories, LLC confirming the presence of radium 226 & 228 above the reporting limits. Due to the elevated presence of radium in the existing media, the disposal of the existing media is required to follow hazardous waste protocols.

Derstine Company provided a proposal for the removal and disposal of the existing media following hazardous waste protocols.

At this time the Authority may award change order #1 to Derstine Company for the removal and disposal of the existing medial following hazardous waste protocols in the amount of \$85,500.00 based on the Derstine Company proposal received on February 28, 2023.

- **Resolution 23-35** Awarding Change Order No. 1 Shorrock Street Water Treatment Plant Greensand Plus Changeout
Motion was made by Mrs. Fish and seconded by Mr. Mayor Coles. **On roll call**, all seated members voted **“Yes”**. **Adopted.**

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

IX. Executive Director's Report

Given by Mr. J. Flancbaum, Executive Director

1. Meter Repair Update

Mr. J. Flancbaum reported that we had 483 total residential accounts that were not reading back to the system, we have completed 362 work orders, and replaced 220 meters. There are about 122 still to be replaced. For commercial/industrial accounts, there are 220 that need replacing, 187 can be read manually and 33 cannot. We have many appointments scheduled so the numbers will continue to go down. We did place an order with Core and Main for register heads to go back and replace meters as well as 1000 additional meters. The accounts not being read are being billed estimated bills based on average use but once the register heads arrive we will go back and bill them full consumption from when they stopped working. We have sent letters letting indicating if they don't respond by making an appointment, the service will be terminated. Most people are cooperating at this time.

X. Technical Operations Report

Given by Mr. Bob Farina, Director of Operations

Operations Dept:

1. The new lime storage trailer installation at our Shorrock Street WTP is complete and we will be able to take on additional quantities of lime once the electric pallet truck is received on the 15th of this month.
2. The Shorrock St. card key access system will be completed by mid-month. Then we will move onto our LVE lift station and our stand alone wells 1, 2 & 3.

Technical Operations Dept:

3. All SCADA and communication systems are up and running well.
4. SCADA server upgrade will be completed by months end.

IT Dept:

5. Our VPN upgrades are all complete.
6. Replacement PCs for the Operations Dept. are being deployed.

GIS/Cyber-Security Dept:

GIS:

7. Our new employee has started this past Monday and so far, all is well.
8. We received our new GIS field plotting equipment. We are in the process of getting the new employee trained for its use.
9. We are in the process of deploying the 5 new iPads to the field staff.

Cyber-Security:

10. Registered for the new Cyberbit program offered through NJCCIC (NJ Cyber-Security & Communications Integration Cell). Their training is free as well as other resources.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion to adjourn made by Mr. Theibault and seconded by Mayor Coles.
The meeting was adjourned at 11:15 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA