



#### **Board of Commissioners**

*Senator Robert Singer, Chairman*

*Mayor Raymond Coles, Vice Chairman*

*Craig Theibault, Treasurer*

*Anne Fish, Assistant Secretary*

*P. G. Waxman, Commissioner*

*Samuel Flanbaum, Alt. Commissioner*

*Meir Lichtenstein, Alt. Commissioner*

## **THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

### **Regular Meeting Minutes**

**July 7, 2020**

- 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 7, 2020 and The Tri Town News on February 12, 2020 again in the Asbury Park Press on June 27, 2020 and The Tri-Town News on July 1, 2020.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Committeeman Lichtenstein, Mr. S. Flanbaum, Mr. Theibault, Mayor Coles, and Senator Singer. Mr. S. Flanbaum and Committeeman Lichtenstein were seated as alternates. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flanbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering and Mr. Robert Farina, Director of Operations.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting held on June 2, 2020, was made by Mayor Coles and seconded by Committeeman Lichtenstein. On **roll call**, Committeeman Lichtenstein, Mr. S. Flanbaum, Mayor Coles and Senator Singer present voted "**Yes**". Mr. Theibault abstained. **Motion carried.**
- VI. **Chief Financial Officer Report**
  1. **Financial Results Review For Period Ending June 30, 2020**  
The Authorities net position for the period ending June 30, 2020 is approximately \$2.8 Million. This is approximately \$989,000.00 ahead of the budget year to date. The Authority's operating revenue is approximately \$7.6 Million. This is approximately \$971,000.00 ahead of the budget. \$100,000.00 is from non-recurring connection fees received in the month of June. The remainder is from the water and sewer service charges as we continue to see improvement in billing and the billing system. The Authority's expenses are right on track as expected. When we look at what was billed over the last four months of the pandemic versus what was received, we have not seen

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## **LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

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a real drop in the revenues. That is a good indication that customers are paying their bills. There was a little drop off in April, but it picked back up in May and June.

Mrs. Fish joined the conference at 10:03 A.M.

Senator Singer wanted to know if the Authority is seeing a steady reflection of the solar field on the electric bill. Mr. Rappoccio said he sees the electric trending down from prior years due to the solar.

Mr. Waxman joined the conference at 10:04 A.M. in middle of the following discussion.

## 2. **Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. There are two additions and one change in the Operating Vouchers from what was sent in the packet. The Operating Expenses has increased \$53,474.69. This is being driven by the Authority attorney's bill, the semi-annual JIF in the amount of \$43,101.00 and there was a slight clerical error for \$291.19. The Authority attorney's bill was for \$10,082.50. This includes \$1,600.00 for reimbursement of what was laid out on the Authority's behalf. The amended amount for the Operating Expense Vouchers is \$931,766.81. A **motion** to approve operating vouchers in the amended amount of \$931,766.81 was made by Mr. Waxman, seconded by Mrs. Fish. Senator Singer said for this roll call all commissioners will be called. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

Committee Lichtenstein and Mr. S. Flancbaum are no longer seated as alternates.

3. **Resolution Authorizing the Change in the Bid Threshold from \$40,000 to \$44,000**  
Businesses that have a QPA onsite may increase the bid threshold from \$40,000.00 to \$44,000.00. Mr. J. Flancbaum read **Resolution No. 20-62 Authorizing The Increase In The Bid Threshold to \$44,000.00**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

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

### 1. **Update of Rules and Regulations**

- Motion Approving Addendum No. 36

Construction detail no. 39 "Bedding Detail" is being revised to add a note requiring DGA. At this time the Authority may approve Addendum No. 36 to the Rules and Regulations to update construction detail no. 39 "Bedding Detail". Senator Singer asked for an explanation. Mr. J. Flancbaum explained it is basically a construction detail for a water sewer main installation. The bedding has to be DGA, which is a dense graded aggregate material as opposed to RCA which is recycled concrete aggregate. This is better for compaction in the road. A **motion** was made by Mrs. Fish, seconded by Mr. Waxman to approve Addendum No. 36. On **roll call**, all members present voted "**Yes**". **Motion Carried.**

### 2. **Golders Green Road Subdivision**

- Resolution Approving Terms of Developer's Agreement

Mr. Farrell asked Mr. Pfeffer if he would like to give an overview of the terms of the agreement.

Mr. Pfeffer said he will give an overview. The commissioners may recall we had a lengthy discussion at a previous meeting discussing this developer's agreement. The Commissioners indicated in wanting to make sure that everyone was clear as to what the future homebuyers/homeowners will be getting when they tie into the system. We have put all those conditions into the Developer's Agreement Schedule B. I do not know if the Commissioner wanted to go through each of the items but the main idea was to make sure that these homebuyers knew what they were getting. They are acknowledging both at the time of signing the contract and the time that they are going to get the title report as well as the HOA documents. All these documents are going to include all the details and information

Mrs. Fish said she would like to hear all details. Mr. Pfeffer said he will read through the relevant sections of the Schedule B of the proposed Developer's Agreement.

The Developer Owner will create a HOA to maintain the force main that is being built in accordance with the plan submitted by owner. The Homeowners Association documents will be reviewed and approved by the Authority engineer and the Authority attorney prior to commencement of any onsite water or sewer construction. The developer owner will record a Memorandum of Understanding which will be reviewed and approved by the Authority engineer and the Authority attorney prior to being recorded with the Ocean County Clerk's Office for each lot notifying the homeowners that their home has a pump system and the individual homeowner's responsibility to maintain same. Said memorandum must be filed with the Ocean County Clerk's office prior to commencement of any onsite water and sewer construction. Developer/Owner will include in each sales contract the following information: 1. Notifying the homebuyers of the pump system. 2. The proposed water services from the buildings to the meter pits of the laterals shall be owned operated and maintained by each services individual property owner. 3. The proposed water service laterals from the water main to and including the meter pit shall be owned, operated and maintained by the HOA. 4. All proposed forced mains for individual homes are to be owned operated maintained by each services individual property owner from the building to the lateral assembly. 5. The HOA will own, operate and maintain individual low pressure forced mains from the lateral assembly to the common forced main. 6. The Homeowners Association will own, operate and maintain the proposed low pressure sewer forced main within Golders Green Road. 7. The homeowner will own, operate and maintain individual pumps and accessories inside the unit's lateral assembly. 8. The proposed sanitary sewer gravity laterals for proposed lots no. 1, 2, 21 and 22 shall be owned and maintained by the HOA. Each of the above referenced items will need to be initialed and signed off by the individual buyer in each sales contract.

A copy of the executed contract must be reviewed and approved by the Authority's attorney prior to the issuance of the CO.

Owner/Developer will hire a licensed operator in conformance with the NJ DEP rules and regulations for the force main prior to the issuance of the first meter. It will be the obligation of the HOA to maintain a license operator in perpetuity. Said obligation must be included in the documents creating the HOA. It must be reviewed approved by the Authority engineer and the Authority attorney prior to commencement of any onsite water and sewer construction.

Owner/Developer acknowledges and agrees that the basement of Block 1159.04 Lot 17 will be deed restricted to a House of Worship use. Owner Developer will provide

sufficient proof to the authority in accordance with the Authority's requirements evidencing that the owner is a 501C3 Not For Profit Organization. Upon receipt the same, the fifty foot easement will be vacated and replaced with a new forty foot easement.

The Developer Owner shall pay connection fees by paying the connection fees for the first five units in advance prior to the issuance of the first meter. Connection fees for each of the units thereafter paid prior to the issuance of meters for each individual unit to the Authority system. The connection fees for the final units shall be paid using the advance payment.

Failure to comply with any of the aforementioned conditions will result in immediate revocation of the Authority's approval for this project. Due notice will immediately be sent to the Lakewood Township Construction Department and the Lakewood Township Engineering Department.

Mr. Pfeffer said these conditions were put into place after receiving direct orders to make sure that we have compliance with the system. To make sure there were no issues going forward. The concern was not so much with the initial buyers but the future buyers, to make sure they understand what they are getting into. Mr. Waxman questioned if this is being recorded on each and every property. Mr. Pfeffer replied yes, this Developer's Agreement will be recorded in the County Clerk for the on the Mother Lot. They have not filed the map yet. Mr. Waxman asked when the lots are subdivided will it show up in the title search of each and every lot. Mr. Pfeffer replied that this Developer's Agreement will show up and additionally they cannot get meters until they show us that each individual buyer signs off on it. So yes we are doing it multiple ways to make sure they get copies of it as well as in the HOA documents. Mr. Theibault asked Mr. Pfeffer if he thinks it would be necessary that there's any language in this document that would be shared with potential renters. Senator Singer said that we have nothing to do with renters. Mr. Waxman said he agreed with Senator Singer. Mrs. Fish asked what about when the house is resold. Senator Singer said it follows with the resale. This is on the deed. You cannot do more than put on the deed. Senator Singer said that the Authority is going forward with this because we have no choice. This is a disaster in the making. When they will be sold down the road, Mayor Coles and Committeeman Lichtenstein will be getting phone calls about how crazy this whole thing is for the homeowners. They are clueless as to what they are buying into, especially if one of the pumps fails. Each pump is a couple of thousand dollars. If you have a pump failure and it is past the warranty period they will have to replace that pump. Also, they need to have a generator. The pumps are run by electricity. They are not gravity fed. If there is a power failure they will not be able to flush a toilet. This is done in other places. But here will be large families living there. The developer has a difficult site. The Authority cannot deny it. The Authority knows that it is a problem in the making. Mr. Pfeffer said that is correct. The Schedule B in the Developer's Agreement will try to mitigate a problem because we believe that there might be a problem in the future. The Authority has made sure to cross the "T" and dot the "I" several times in this Developer's Agreement to make sure that they acknowledge it and that all future owners will know about it.

Senator Singer said the Authority should tell the HOA that they should stock a pump or two. This is a situation he is concerned about and also there is another concern about the electricity. If there is a power failure there will a big problem. He hopes that at some point the homeowner will understand that. If you do not tell them they will not know.

Mrs. Fish said she thinks that the average homeowner will not understand that and that is her big concern here. Senator Singer said that there is only so much the Authority can do. For the first ten years there is a builder's warranty. Mr. Pfeffer said by law there is a ten year warranty on a sliding scale for new homes. In the first year a lot is covered. At the end it is basically the foundation. But Mr. Pfeffer said he is not sure if this system would be covered by the homeowner's warranty. Senator Singer said once the first hook ups are done and the meter is installed, the Authority can hand the homeowner a note from the Authority letting them know that they are on a pump and if there is a power failure, they should not use their sewer. Mrs. Fish asked if the Authority can tell them this before or after they buy the property. Senator Singer said that the Authority has to be careful here. If the Authority would discourage people from buying, the Authority can be sued. Mr. Pfeffer said to address Mrs. Fish's comment; the Authority is requiring that every contract for the initial purchase, there is a separate signature line next to this paragraph where the buyers indicate they understand they have received notice about it. Regarding your concern whether they will understand it, if someone is signing a specific line, he thinks they would at least consult with their attorney regarding what they are signing. They will not be able to get a CO or a meter if they do not show us proof that each homebuyer has acknowledged the receipt of it. Mr. Pfeffer says he understands that this helps only the initial homebuyer but we are doing the best we can with the system.

Senator Singer said we will try to do the best we can. He agrees with Mrs. Fish about one thing when people are so excited about buying their new homes they sign anything. Mrs. Fish said that most are really not very knowledgeable about these things. The average person does not understand. Senator Singer said the answer is buyer beware. Mr. S. Flancbaum said that with regard to the ten year homeowner warranty, he would think that once it has been established that the system was installed properly the pumps themselves would be subject to the manufacturer's warranty. He does not think the ten year warranty is going to do anything for them. Senator Singer said that Mr. S. Flancbaum is probably correct. Senator Singer is more concerned that people don't understand that if there is a power outage they should not start doing a wash and flushing the toilets. Senator Singer asked if there were any other questions. There were none. Mr. J. Flancbaum read **Resolution No. 20-63 Authorizing The Execution Of The Developer's Agreement Golders Green Road Subdivision**. Senator Singer passed the gavel to Mr. Waxman. Motion was made by Senator Singer, seconded by Mayor Coles. Senator Singer took the gavel back. On **roll call**, Mr. Waxman (with great reluctance), Mayor Coles, Mr. Theibault (with great reluctance) Senator Singer (with total reluctance) voted "**Yes**". Mrs. Fish voted "**No**". **Adopted**. Senator Singer said to please note that the resolution was passed with reluctance.

### 3. Ridge Avenue School No. 5

- Resolution Approving Terms of Developer's Agreement
- Resolution Granting Conceptual and Technical Approval
- Resolution Granting Final Approval

A meeting was held via Microsoft Teams to discuss the Developer's Agreement for the project. The following items were discussed. 1. The Developer will construct the water and sewer infrastructure shown on the plans. 2. The Developer will install a privately owned force main, manhole and lateral within Gefen Drive and Ridge Avenue. 3. The property owner will own, operate and maintain the privately owned force main, manhole and gravity lateral. 4. The Developer/Owner will provide proof of inclusion in the NJ One Call System for marking out the privately owned force main and gravity lateral. At this time the Authority may accept the terms of the Developer's Agreements as described.

Mr. J. Flanbaum read **Resolution No. 20-64 Authorizing The Execution Of The Developer's Agreement Ridge Avenue School No. 5.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mr. Waxman, Mayor Coles and Senator Singer voted **"Yes"**. Mr. Theibault abstained. **Adopted.**

At this time the Authority may grant conceptual and technical approval. Mr. J. Flanbaum read **Resolution No. 20-65 Grant Of Conceptual and Technical Approval Ridge Avenue School No. 5.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mr. Waxman, Mayor Coles and Senator Singer voted **"Yes"**. Mr. Theibault abstained. **Adopted.**

At this time the Authority may grant final approval. Mr. J. Flanbaum read **Resolution No. 20-66 Grant Of Final Approval Ridge Avenue School No. 5.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mr. Waxman, Mayor Coles and Senator Singer voted **"Yes"**. Mr. Theibault abstained. **Adopted.**

#### 4. Well 16 Emergency Repairs 2020

- Resolution Declaring an Emergency
- Resolution Awarding Contract

The Well No. 16 pump and motor failed. The Authority Engineer issued a memo indicating the motor replacement of Well No. 16 is necessary for the health and safety of the public. At this time the Authority may issue a resolution declaring an emergency as recommended by the Authority Engineer. Senator Singer asked how old the pump is. Mr. Farina said it is around five years old. Senator Singer asked if that is the average life of the pump. Mr. Farina said it is but there may have been a lightning strike. We are investigating that. Senator Singer said that can be submitted to the JIF as an insurance claim. Mr. Farina a claim is being filed with the electric company and waiting to see what this turns out to be and then make a claim with them as well. Senator Singer asked if there are surge protectors on them. Mr. Farina said that there is surge protection on all the stations but that does not protect it one hundred percent. Mr. J. Flanbaum read **Resolution No. 20-67 Declaring An Emergency To Repair Well No. 16.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted.**

At this time the Authority may award a contract under emergency conditions to Steffen Drilling for repairs at Well No. 16 in the amount of \$19,850.00. Mr. J. Flanbaum read **Resolution No. 20-68 Award Contract To Repair And Replace All Necessary Items At Well No. 16 Pursuant To The Declaration Of Emergency.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted.**

#### 5. Treatment Upgrades for PFOA

- Resolution Awarding Professional Services Contract

As discussed at last meeting, Lakewood Township has agreed to transfer property to accommodate the proposed GAC Building. This will require a subdivision. The Authority asked Morgan Engineering and Surveying to provide a proposal. The Authority received a proposal in the lump sum amount of \$12,700.00. At this time the Authority may award a professional services contract to Morgan Engineering in the amount of \$12,700.00. Senator Singer said that the Authority has to provide an upgrade for the treatment plant based on new regulations of the DEP. It will require the Authority to build a separate building. Because of the location, the Authority has to acquire property owned by the Lakewood Township. Due to the hard work of Mayor Coles and

Committeeman Lichtenstein, the Township has agreed to subdivide and give the Authority a piece of land for the facility. A survey has to be done for the Township for the property so they know exactly what they are giving to the Authority. Mr. Pfeffer said he had a discussion with Mr. Secare and Mr. Hensel to see if the subdivision can be avoided. Being that the property is nine acres and the Authority is only taking a little piece of it. It was decided that the best way to do this would be a formal subdivision. Senator Singer thanked Mayor Coles and Committeeman Lichtenstein for being so cooperative. Mr. J. Flancbaum read **Resolution No. 20-69 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 **roll call**, Mrs. Fish, Mr. Waxman, Mr. Theibault and Senator Singer voted “**Yes**”. Mayor Coles abstained. **Adopted.**

**6. Fire Hydrant Replacement Project 2019**

- Resolution Awarding Change Order No. 1

This Change Order is for a net credit in the contract amount of \$1,566.21. At this time the Authority may approve Change Order No. 1 for Crest Construction for the additional hydrant replacements and removal of contingency items in the net credit amount of \$1,566.21. Mr. J. Flancbaum read **Resolution No. 20-70 Authorizing Change Order No. 1 For the Fire Hydrant Replacement Project.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**7. Admin Building First Floor Renovation**

- Resolution Awarding Contract

The Authority received five bids for the first floor improvements to the Authority’s existing building. Bids ranged from \$104,000.00 to \$134,000.00. The three lowest bidders are Bismark Construction Group, Gavan General Contracting and Altec Building Systems. At this time the Authority may award the contract to the lowest bidder, Bismark Construction Group in the amount of \$104,000.00 subject to the review of the Authority Attorney and Nordfors Architecture of the contract. The breakdown of the \$104,000.00 is as follows. \$89,000.00 is for the improvements and \$15,000.00 is an alternative that can be used for upgrading carpets and painting. The \$15,000.00 does not necessarily have to be used. Mr. J. Flancbaum read **Resolution No. 20-71 Awarding Contract to Bismark Construction For The Administration Building First Floor Renovations.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”. **Adopted.**

**VIII. Attorney's Report**

Mr. Pfeffer said it is business as usual. He has been busy with Developer’s Agreements. Mr. Pfeffer said he thinks that the virtual meetings have been working out very well. They actually make the Developers Agreement meetings more efficient. Everyone shows up on time and the work gets done. The virtual meetings are a positive for the agreements.

**IX. Executive Director’s Report**

**1. 2020 Consumer Confidence Report**

A postcard was sent to our customers well in advance of the July 1st deadline notifying them that our Consumer Confidence Report is available on our website or by calling our office and we can either mail, fax or email them a copy as they wish. The certification form was also sent to the State of New Jersey in advance of the deadline.

- 2. Resolution authorization the renewal of a three year Small Utility Term Enterprise License Agreement with Environmental Systems Research Institute, Inc. (ESRI)**  
The Authority has been utilizing this software for the past three years as the basis for our GIS system and we have had a lot of success. Our GIS Specialist now recommends a licensing renewal in order to continue to develop our GIS system and stay ahead of the curve. The price is \$25,000.00 per year for a three year total of \$75,000 which is same price we paid previously. Mr. J. Flancbaum recommends awarding the renewal contract to ESRI. Senator Singer wanted to know where the Authority is with the GIS System, system wide. Mr. Farina said the Authority is between sixty and seventy percent there. Senator Singer asked when he expects it to be one hundred percent. Mr. Farina said a safe estimate would be in the next few years. Mr. J. Flancbaum read **Resolution No. 20-72 Awarding Contract For The Purchase Of Geographic Information System (GIS) Software/Services**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.
- 3. Resolution awarding contract for the purchase of new office furniture**  
A Request For Proposals opening was held this morning. One proposal was received from Jey Furniture in the amount of \$43,750.00. This is for furniture for the second floor of the new addition as well as the renovated first floor space. We recommend awarding this contract to Jey Furniture. This is the same company that provided the new furniture for the first floor of the addition and we were very happy with them. Senator Singer said the old furniture will be put on Govdeals.com and see if it can be sold. Mr. J. Flancbaum read **Resolution No. 20-73 Awarding Contract For New Office Furniture**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.
- 4. Resolution awarding contract for the purchase of a Chevrolet Silverado**  
A Request For Proposals opening was held on July 2, 2020. One proposal was received from Pine Belt for a 2020 Silverado for \$28,930.00. This expense has been budgeted for this year and we recommend awarding the contract to Pine Belt for the purchase of the new truck. Mr. J. Flancbaum read **Resolution No. 20-74 Awarding Contract Authorizing The Purchase Of A 2020 Chevrolet Silverado**. Motion was made by Mr. Theibault, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.
- 5. NJ Unclaimed Funds**  
It was brought to the Authority’s attention a few weeks ago that the Authority had money sitting with the New Jersey Treasury in its Unclaimed Property Administration. The funds were claimed and three checks were received for a total amount of \$1,963.35.
- 6. Customer Compliment**  
An email was received from a customer in Leisure Village thanking our Operations Manager, Mr. Robbins, for “interrupting his morning schedule and speaking with a concerned resident about an issue they were having”. She said he was very thorough and thanked him very much.

Senator Singer would like to mention there is a problem on Shorrock Street with the land. It seems that for some strange reason, the Authority built a building on property that is owned by the Township. We spoke to the Township Administrator and Attorney and we are going to have to do a site plan revision there. Then the Township will also transfer this property to the Authority at the same time they transfer the property for the GAC Building. It was not done properly and kind of slipped through the cracks. We want to



clean that up also. We will probably going to have to get an estimate and a site plan etc. We are doing that because unfortunately it was not done properly at the onset. Mr. J. Flancbaum said by next month he should have a proposal.

## **X. Technical Operations Report**

### **Field Operations Report:**

#### **1. Crane Vehicle Status**

We took delivery of our refurbished crane vehicle. The fabricator did an excellent job following our specifications and provided a high-quality unit that looks as if it was originally ordered that way. It is already being put to good use.

#### **2. New employee**

Our second new field worker, Mike Giuffre, started with the Authority on Monday June 15th and is doing well so far.

#### **3. Hydrant replacement project status**

The hydrant replacement has begun. They are currently working in the Original Leisure Village.

#### **4. Tank inspection status**

Our Water Storage tank inspections are complete. The unofficial report is that there are no major issues at this time. We expect our formal report in mid-July.

#### **5. Administration Building lightning protection project**

Lightning protection has been installed in the new Administration Building addition and was tied into the existing structure. We are awaiting official certification sheets to prove that it was done according to UL Standards.

### **Technical Operations:**

#### **6. Communications and SCADA systems status**

All SCADA and communications systems are up and running satisfactorily. We performed the final reviews of the second half of the completed microwave installation job and have signed off on it. Mr. Farina is happy to report that it is working well and doing its job as expected.

### **IT Department:**

#### **7. Cyber training**

We are continuing on with personnel cyber training for the second quarter.

#### **8. Windows 10 upgrade**

We have completed Windows 10 version security patch upgrades.

#### **9. Phones and Networking for Admin**

As we speak, the computer network and phones for the second floor Administration Building Addition are being installed.

#### **10. Microsoft systems upgrade**

The Microsoft Office Suite and Teams upgrade was completed. This will enable the Authority to have noncontact meetings with vendors etc.

**11. Exchange server upgrade**

The 2019 Exchange Server upgrades were completed.

**12. VPN security install**

A VPN for accounting Audit for the CFO was completed. Basically the VPN is a high security tunnel that the CFO can communicate with the outside world and not have to worry about potential hacking.

**GIS Department:**

**13. Large street valve exercising**

We are coordinating valve exercising on the larger valves, the twelve inch valves.

**14. Mapping**

Mr. McClain assisted Engineering and the Executive Director with various maps and research for current pending projects.

Mr. Robbins said the hydrant painting was started. Getting that accomplished along with the hydrant project.

**XI. Commissioners' Report**

Senator Singer asked the Commissioners if they are okay with continuing the meetings this way. All Commissioners said that they are okay with it.

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. ADJOURNMENT**

**A motion** was made by Mrs. Fish, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". Senator Singer wished everyone to be healthy and safe. The meeting was adjourned at 10:24 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA