



**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**

**August 4, 2020**

- I. Senator Singer opened the meeting at 10:02 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 July 22, 2020 and The Tri-Town News on July 29, 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, Mr. Waxman, Mrs. Fish and Senator Singer. 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 July 7, 2020, was made by Mrs. Fish and seconded by Mr. Waxman. On **roll call**, all members present voted "Yes". **Motion carried.**
- VI. **Chief Financial Officer Report**
  1. **Financial Results Review For Period Ending July 31, 2020**  
The Authorities net position for the period ending July 31, 2020 is approximately \$2.7 Million. This is approximately \$535,000.00 ahead of the budget year to date. The Authority's operating revenue is approximately \$8.7 Million. This is approximately \$600,000.00 ahead of the budget. There is approximately \$175,000.00 from non-recurring connection fees and approximately \$400,000.00 from higher water and sewer service charges from residential and commercial billing. The Authority's Operating Expenses continue to maintain close to budget. The expenses are approximately \$5.9 Million to date. This is approximately \$18,000.00 ahead of budget. The Authority

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continues to see favorability from the solar field. There is now over one year experience and we are seeing the savings in the electric bills.

**2. Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. There is an addition to the Operating Vouchers from what was sent in the packet. The legal expense came in at \$12,100.00. The amended amount for the Operating Expense Vouchers is \$1,630,327.35. Mr. Bauer said he will be providing Mr. Rappoccio and Mr. J. Flanbaum a draft of the Audit of Financial Statements later this afternoon. A **motion** to approve operating vouchers in the amended amount of \$1,630,327.35 was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted, "**Yes**" with **noted abstentions. Motion Carried.**

**3. Supplemental Bond Resolution Authorizing the issuance of not to exceed \$5,900,000 Revenue Bonds, Series 2020 of the Lakewood Township Municipal Utilities Authority through the New Jersey Infrastructure Bank Financing Program**

This resolution is to go out for long term financing regarding the Administration Building, Vassar Avenue and East County Line Gravity Sewer Line. Currently the Authority is in short term financing. Once these projects will be finalized in the fall, it will go into the long term Bond financing for all three projects. East County Line project is done. The Vassar Avenue project is fifty percent done. The Administration Building is in the final stretch. Mr. J. Flanbaum read **Resolution No. 20-75 Supplemental Bond Resolution Authorizing The Issuance Of Not To Exceed \$5,900,000 Revenue Bonds, Series 2020 Of The Lakewood Township Municipal Utilities Authority Through The New Jersey Infrastructure Bank Financing Program.** Motion was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, all members present voted "**Yes**". **Adopted.**

**VII. Engineer's Report**

**1. Flea Market Residential and Commercial Development**

Resolution Approving Terms of Developer's Agreement

The Developer agrees to obtain a Physical Connection Permit from the State of New Jersey if the community building contains a mikvah. The Developer, if necessary, will design and install a booster pump and pressure reducing valves for the development. The Developer will pay a fair share contribution towards the water and sanitary sewer mains constructed by K-Lakewood Associates. The Developer will pay connection fees for five units in advance to the first meter being installed. At this time the Authority may accept the terms of the Developer's Agreements as described above. Mr. J. Flanbaum read **Resolution No. 20-76 Authorizing The Execution Of The Developer's Agreement Flea Market Residential and Commercial Development.** Motion was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, all members present voted "**Yes**". **Adopted.**

**2. Lanes Mill Road School No. 4**

Resolution Approving Terms of Developer's Agreement

There are two items. The Developer will construct a water main extension on Lanes Mill Road across the front of the property. The Developer is permitted to install an individual pump station for the school and the Developer agrees that it will not require gravity sanitary sewer to be brought in front of the property on Lanes Mill Road any time in the future. At this time the Authority may accept the terms of the Developer's Agreements as described above. Mr. Waxman asked who the developer is. Mr. J. Flanbaum said

that it is a Yeshiva. From his understanding, the owner of the Yeshiva is Abraham Massry and Shaul Mizrahi is the representative that the Authority dealt with. Mr. J. Flancbaum read **Resolution No. 20-77 Authorizing The Execution Of The Developer's Agreement Lanes Mill Road School No. 4**. Motion was made by Mr. Waxman, seconded by Mr. Waxman. On **roll call**, all members present voted **"Yes"**. **Adopted**.

### 3. Magnolia I

#### Resolution Releasing Performance Guarantees

On July 31, 2020 the Authority issued a performance guarantee release letter detailing the items required for the performance guarantees to be released. At this time the Authority may release the performance guarantees for the Magnolia I development conditioned on the Authority's letter dated July 31, 2020. Mr. Theibault asked where this development is. Mr. J. Flancbaum said it is on Cedarbridge Avenue. Mr. Waxman asked who the developer is. Mr. J. Flancbaum said the developer is Menachem Gutfreund. Mr. Waxman said he will not vote on this resolution. Mr. J. Flancbaum said that this development is just east of Season's Supermarket. There are two small subdivisions, Magnolia I and Magnolia II. Each has seven or eight lots. This is Magnolia I. Mr. J. Flancbaum read **Resolution No. 20-78 Resolution Releasing Performance Guarantees Magnolia I**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, Mr. Theibault, Mayor Coles, Mrs. Fish and Senator Singer voted **"Yes"**. Mr. Waxman abstained. **Adopted**.

### 4. Pine Street Vassar Avenue Gravity Sewer Line

#### Resolution Awarding Change Order No. 2

#### Resolution Awarding Change Order No. 3

A force main belonging to the Township EMS building was hit on New Hampshire Avenue. The contractor did a temporary repair and a full repair in the amount of \$37,527.28. At this time the Authority may award Change Order No. 2 to P&A Construction. Senator Singer explained that this was not properly marked out therefore the contractor did not know about it. The Authority decided that since the Township is very good to the Authority, the Authority will pick up the tab for this repair. Mr. J. Flancbaum read **Resolution No. 20-79 Authorizing Change Order No. 2 Vassar Avenue Sewer Main Project**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, Mr. Theibault, Mr. Waxman, Mrs. Fish and Senator Singer voted **"Yes"**. Mayor Coles abstained. **Adopted**.

There was a force main owned by the Pine Street School that was not marked out. It was discovered when the contractor did a test pit. It was found to be in conflict with the proposed sewer manhole. The Authority decided that the contractor will redirect the force main into the manhole at the cost of \$15,845.98. At this time the Authority can award Change Order No. 3. Senator Singer said the Authority made an arrangement with the school for them to pay the Authority over eighteen months as the Authority has done before. They will pay for the full repair and fixing of the manhole. Mr. J. Flancbaum read **Resolution No. 20-80 Authorizing Change Order No. 3 Vassar Avenue Sewer Main Project**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **"Yes"**. **Adopted**.

## 5. Fire Hydrant Replacement Project 2019

- Resolution Awarding Change Order No. 2

At this time the Authority may approve Change Order No. 2 for Crest Construction for installing an additional proposed hydrant assembly and eliminating the removal and replacement of two hydrants in the net credit amount of \$4,174.71. Mr. J. Flancabaum read **Resolution No. 20-81 Authorizing Change Order No. 2 For The Fire Hydrant Replacement Project**. Motion was made by Mrs. Fish, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted**.

## 6. Admin Building Renovation and Expansion

- Resolution Awarding Change Order No. 9

The Authority may award this Change Order for a net credit in the amount of \$4,900.00. Mr. Theibault asked what the Change Order is for. Mr. J. Flancabaum said that some cabinetry was supposed to be installed on the second floor. He thought it was too much money. It can be done for a lot less money in-house. Mr. J. Flancabaum read **Resolution No. 20-82 Authorizing Change Order No. 9 Administration Building Renovation and Expansion**. Motion was made by Mr. Theibault, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

## 7. Conversion of New Hampshire Treatment Plant Chlorine System

- Resolution Awarding Contract

The Authority received four bids for the New Hampshire Treatment Plant Chlorine Conversion project. The three lowest bidders are 1. MBE Mark III Electric, Inc. in the amount of \$339,760.00 2. Coppola Services, Inc. in the amount of \$398,000.00 and 3. VNL Incorporation in the amount of \$459,723.00. At this time the Authority may award the contract to the lowest bidder, MBE Mark III Electric, Inc, for the project conditioned on the review and recommendations of the Authority Attorney and Remington Vernick. Mr. J. Flancabaum read **Resolution No. 20-83 Award Contract Conversion Of The New Hampshire Avenue Treatment Plant Chlorine System**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

## VIII. Attorney's Report

Mr. Pfeffer said it has been a busy month with different projects and Developer's Agreements meetings. The meetings are being done remotely and are working fairly smoothly.

## IX. Executive Director's Report

### 1. Reverse Auction Results

Last Friday, the Authority had a Reverse Auction for the electricity supplied through JCP&L on the New Hampshire Avenue Site. The vast majority of the electric is through the solar field but there are times when it is necessary to purchase electricity from JCP&L. The Reverse Auction did not yield good results. The current contract with the third party supplier will expire early September. The Authority's energy broker will watch the market to see if there will be a better supply price. Then another reverse auction will be held. Otherwise we will go back to JCP&L for the time being.

### 2. Resolution Awarding Professional Services Contract To Morgan Engineering and Surveying

In conducting an internal property review two items came to our attention. 1. A large portion of our Shorrocks Street facilities are located on Township owned property and 2.

Several of our remote facilities lack critical documentation such as easement locations and outbound surveys. The Township has indicated that they will transfer the Shorrock Street properties to the Authority. We have solicited a proposal from Morgan Engineering to facilitate this transfer and to conduct a full site survey, title search, metes and bounds descriptions for paper street vacations and lot consolidations. We have also asked them for proposals to complete boundary surveys, title searches, and to set site benchmarks at Well No. 3, Well No. 15 and at the New Jersey American Water interconnection off of Route 88. The proposals are as follows: Well No. 3 at \$3,750.00, Well No. 15 at \$4,150.00 and New Jersey American Water Interconnection at \$5,650.00 and Shorrock Street at \$9,350.00 for a grand total of \$22,900.00. Mr. J. Flancbaum said he reviewed the proposal and so did the Authority Engineering Department and GIS Specialist. It was sent to Mr. Pfeffer to make sure it includes all that is needed for the Township transfer. Mr. J. Flancbaum recommends awarding the contract to Morgan Engineering. Mr. J. Flancbaum read **Resolution No. 20-84 Award Contract Morgan Engineering**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

## **X. Technical Operations Report**

### **Field Operations Report:**

#### **1. Operations building modification**

The contractor completed the tear down of the unused office in the Operations building expanding the much needed larger lunchroom for the Operations employees.

The Authority passed the annual JIF inspection with no issues or recommendations.

### **Technical Operations:**

#### **2. SCADA and communications status**

All SCADA and communications equipment are running fine with basic support and modification functions occurring throughout the month.

### **IT Department:**

#### **3. 2nd floor temporary Admin. personnel IT facilitation**

Mr. McBride worked on getting all data and phone service transferred and operational with the assistance of his network and PC contractors for the Administration employees temporary move to the second floor while the first floor undergoes renovation work.

### **GIS Department:**

#### **4. Valve exercising status**

Mr. McClain compiled our mandated task of valve exercising for the month of July. 110 valves were exercised with only 4 inoperable. These are being addressed in-house. 71 of the valves were less than 12 inch which is a regulation priority in order to achieve compliance by years end.

#### **5. Authority property site surveying**

By direction of the Executive Director, Mr. McClain performed a complete review of all Authority owned property and facilities sites. This resulted in a request for proposal for surveying four sites. All sites will be monitored and reviewed periodically moving forward.

**6. GIS program status**

As requested by the Chairman at last month's meeting here is the current state and status of the Authority's GIS program. GIS is employed for nearly every one of the Authority's spatial needs including but not limited to infrastructure identification, property boundary ID/assessment and Operations usage, integrating information from the Tax Assessor and Edmunds customer information making it readily available to all. He is currently working on a solution to dispatch, monitor and track critical mark out work orders. The next big step is to migrate data into ESRI's utility model which will give us the ability to valve trace and isolate from a tablet, desktop or web browser. This effort will take between three to nine months with the assistance from an outside consultant. Once this is complete the next step will be to integrate it with the Enterprise Asset Management System so we can track maintenance and repair costs in order to make well informed decisions on the repair and replacement of the Authority's assets. This will take another three to nine months as well. The development of the Building Information Model to make 3D models of facilities with the respective information attached to each facility and be able to track water and vehicular usages. That time frame is approximately eighteen months maximum would then complete the "build" aspect of GIS. From that point on it would be maintenance and keeping up with the evolution of the system.

**XI. Commissioners' Report**

Senator Singer asked the Commissioners if they are okay with continuing the meetings this way as long as the Township does. All Commissioners said that they are okay with it. Mayor Coles said the Township may go back early Fall.

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. ADJOURNMENT**

**A motion** was made by Mayor Coles, seconded by Mr. Theibault to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". Senator Singer wished everyone to be healthy and well. The meeting was adjourned at 10:30 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA