



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

June 2, 2020

- I. Senator Singer opened the meeting at 10:05 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 May 22, 2020 and The Tri-Town News on May 27, 2020.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Committeeman Lichtenstein, Mr. S. Flanbaum, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flanbaum was seated as an alternate. 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 revised minutes of the Regular Meeting held on March 3, 2020, was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Motion carried.**

A **motion** to approve the minutes of the Regular Meeting held on May 5, 2020, was made by Mr. Waxman and seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending May 31, 2020**
The Authorities net position for the period ending May 31, 2020 is approximately \$1.9 Million. This is approximately \$285,000.00 ahead of the budget year to date. The Authority's operating revenue is approximately \$6.3 Million. This is approximately \$237,000.00 ahead of the budget. This continues to be driven by the residential water and sewer service charges. The Authority's expenses are approximately \$4.3 Million.

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

The expenses continue to run less than the budget to date. The Authority is favorable to the expenses by approximately \$50,000.00. We continue to see the residential and industrial rate payers coming in. We have not seen a slow down during the pandemic. The expenses are being managed accordingly.

2. **Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. There is one addition from the Authority attorney in the amount of \$5,895.00. The amended amount for the Operating Expense Vouchers is \$1,384,669.72. A **motion** to approve operating vouchers in the amended amount of \$1,384,669.72 was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

VII. **Engineer's Report**

1. **Video Surveillance and Security**

- Resolution Awarding Change Order No. 2

On April 27, 2020 the Authority received Change Order request No. 2 from Maser Consulting for additional communications and design modifications at the direction of the Authority in the cost of \$9,961.61. At this time the Authority may award Change Order No. 2 to Maser Consulting for \$9,961.61. Senator Singer asked why there is such a large Change Order. Mr. Farrell said that there was quite a bit of work with new video cameras and with the bid during the pandemic. There was a lot of work associated with that. Mr. J. Flancbaum read **Resolution No. 20-59 Awarding Change Order No. 2 Video Surveillance and Security**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

2. **Well 15 GAC Media Replacement**

- Resolution Awarding Change Order No. 1

The Authority received a letter from Mott MacDonald indicating that the project has been completed by Municipal Maintenance Co. and requesting Change Order No. 1 to close out the project in the net credit amount of \$10,000.00. At this time the Authority may award Change Order No. 1 to Municipal Maintenance Co. in the net credit amount of \$10,000.00. Mr. J. Flancbaum read **Resolution No. 20-60 Awarding Change Order No. 1 Well No. 15 GAC Media Replacement**. Motion was made by Mr. S. Flancbaum, seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Adopted.**

3. **Chestnut Street Water Main**

- Resolution Awarding Contract

On May 21, 2020 the Authority received nine bids for the Chestnut Street Water Main project. Two bids were not received on time and were not accepted. The seven bids received on time ranged from \$94,000.00 to \$153,000.00. The three apparent lowest bidders are: 1. Bil-Jim Construction Company in the amount of \$94,000.00 2. Earle Asphalt in the amount of \$96,000.00 and 3. A to Z Site Contractors in the amount of \$97,359.00. On May 26, 2020 Maser Consulting issued a letter reviewing all bids received and found the bid submission for Bil-Jim Construction Company did not contain any mathematical errors. Maser Consulting recommends award of the contract to Bil-Jim Construction Company conditioned on the review of the Authority Attorney. Mr. J. Flancbaum read **Resolution No. 20-61 Awarding Contract Chestnut Street Water Main**. Motion was made by Mr. S. Flancbaum, seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Adopted.**

VIII. Attorney's Report

Mr. Pfeffer said the Developer's Agreement meetings are being held virtually and have been working out fairly well. They will continue to be held virtually.

IX. Executive Director's Report

Notice was received from the OCUA that they will not be increasing rates for 2021. This is good news for the Authority and the customers. Mr. J. Flancbaum wanted to note that everything in the Authority is going well and he hopes that everyone is doing well. Mr. Waxman asked if the office is up and running fully or partially. Mr. J. Flancbaum said that at the beginning of the pandemic employees were in on a staggered basis as needed to make sure basic office operations run smoothly. Checks and credit card payments were processed. The phones went straight to service. The messages from the service were returned the next business day. If there was an emergency, the service had the phone numbers of the on call operator, the assistant on call operator and supervisors. A few weeks ago we started bringing back people more regularly. Thankfully the addition was completed so we had lots of space to spread out. There were no more than ten or twelve people in the building at a time. Everyone was social distanced and masks were worn unless they were at their own desk or own office. Last Tuesday the office staff was divided into a morning and afternoon shift. The shifts are 8:30 A.M. to 12:30 P.M. and 12:30 P.M. to 4:30 P.M. The phones were turned back on last Tuesday for the first time since the beginning of the pandemic. Mr. Waxman said he does not want to say how to run the office but was wondering why not have half of the employees come in for a full day and the other half the next day for a full day. Mr. J. Flancbaum said the plan was to bring the employees back slowly. Next Monday, June 8, 2020, the office will be opened full time with everyone on their regular schedule. The County opened up their offices yesterday and other places are opening up. Over the last six or seven weeks, the employees have been coming but not on a set schedule. Every couple of days we figured out who should be coming in. We wanted to bring back everyone on a regular schedule but not on a full day right away, to ease them back in. The building is closed to the public and will remain closed. There is no date in mind when it will be opened to the public. As Mr. Pfeffer said before, we are doing everything virtually. Customers are able to pay online or drop off payment in the drop box in front of the building. Senator Singer said that once the State opens up, the Authority will open up to the public. That should be about July. There is plenty of room in the building now. The employees are getting full pay and they have to come back to work. Employees were told that if someone does not want to come back in they have the right to do so using their personal and vacation time and go on unemployment. Senator Singer thanked Mayor Coles for his assistance in applying for money reimbursement from the County through the Township. Laptop computers were purchased to be used at home and there were additional expenses for cleaning etc. for a total of approximately \$20,000.00. The County received \$106 Million for COVID 19 relief from the Federal Government and the Authority will be able to get the money back. The Township will be getting money back also. Mr. J. Flancbaum said that everything that was needed to be submitted for reimbursement was sent to the Township Manager's office.

Senator Singer said that the Authority needs to acquire a small piece of property from the Township. This property is adjacent to the Authority and is not being used. The Authority needs to build a building for treatment. Mr. J. Flancbaum said it will be for treating PFC's. Senator Singer said that this is a DEP requirement. Two facilities will have to be built. If the Township will be great enough to grant the small property parcel to the Authority, the Authority will be able to build it without disrupting functions. Mr. Pfeffer will

contact Mr. Secare to start putting it in motion. Mayor Coles said the Township will do whatever they can. Senator Singer said that it will be around a \$2.5 Million project.

X. Technical Operations Report

Field Operations Report:

1. We had a power company electrical issue occur on the Shorrock Street corridor that caused our Well Nos. 15 and 16 pump stations to go down. Upon investigation it was found that a motor was damaged at Well No. 15. It is over at the motor repair shop being evaluated for either repair or replacement. We are waiting for Well No. 16 and its motor to be pulled in order to have it evaluated. An incident report has been filed with JCP&L. We will wait to see what transpires in order to make a file with them.
2. Operations are working with the water filter manufacturer in regards to an air issue we are experiencing with the filters at the New Hampshire Avenue Water Treatment Plant.
3. We have procured free of charge, from two separate agencies, 320 cloth face masks that were distributed to each employee. Each employee received two bags with five masks in each bag.

Technical Operations:

4. All computer and communications systems are functioning well. Any communications issues that were experienced last month were troubleshoot and handled in-house.

IT Department:

5. Mr. McBride has continued to address and support any related issues either from home or in the office.
6. Mr. McBride has currently set up four web cameras on select management and engineering desk top computers in order to facilitate remote meetings.

GIS Department:

7. Mr. McClain has been made to take the lead on our valve exercising compliance effort. He will keep track along with communicating with our engineering consultant, Maser, to insure that we remain on track and within the New Jersey DEP's compliances. Last Friday he supplied us with valve completion numbers and mapping.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mrs. Fish 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