



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flanbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

December 1, 2020

- I. Senator Singer opened the meeting at 10:06 A.M. after the Hearing to Adopt Amendment to the Master Sewer Plan 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 November 7, 2020 and The Tri-Town News on November 11, 2020.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**

On roll call the following Commissioners were present: Mr. S. Flanbaum, Mrs. Fish, Mrs. Miller, Mr. Theibault and Senator Singer. Alternate Commissioner Mr. S. Flanbaum was seated as a Commissioner. 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, Mr. Adam Ponsi, P. E. and Mr. Robert Farina, Director of Operations.

Mr. Pfeffer said that he swore in Mrs. Miller yesterday as a Commissioner and she has provided the affidavit.
- V. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending November 30, 2020**

November is the first month of the new fiscal year. The Authorities net position for the period ending November 30, 2020 is approximately \$252,000.00. This is behind the budget by approximately \$51,000.00. The budget for the month was \$303,869.00. The Authority's operating revenue is approximately \$733,000.00. This is approximately \$11,000.00 ahead of the budget. This continues to be driven by the water and sewer service charges. The Authority's Operating Expenses came in very well for the year at approximately \$481,000.00. The expenses were higher than the budget by approximately \$62,000.00. This is mainly driven by the lightning strike remediation. The

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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

Authority will receive reimbursement from insurance. Otherwise, the expenses would be almost in line with the budget for the month.

At 10:09 A.M. Committeeman Lichtenstein said he was disconnected before and now he is back on.

2. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. An incorrect file was sent out with the packet so there is a different amount for the Operating Vouchers. The amount increased by \$9,765.00. This is for the attorney and it was received on time. The amended amount for the Operating Expense Vouchers is \$922,701.85. A **motion** to approve operating vouchers in the amended amount of \$922,701.85 was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

3. Adopt Budget Resolution

The 2020-2021 Budget was sent to the State. The Budget was approved by the State. Mr. Rappoccio said he believes the State did not have any questions. He asked Mr. Bauer to confirm if he misspoke. Mr. Bauer did not respond, indicating all was okay. Senator Singer asked Mr. Pfeffer if Mrs. Miller can vote on this or should she abstain since she was not a member for the introduction vote. Mr. Pfeffer said she can abstain. Mr. Theibault said he will abstain because he was not at the last meeting. Mr. J. Flancbaum read **Resolution No. 20-114 Adopted Budget Resolution**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer voted "**Yes**". Mrs. Miller and Mr. Theibault abstained. **Adopted.** Senator Singer thanked Mr. Rappoccio and Mr. Bauer on a job well done.

4. Renewal membership resolution for the New Jersey Utility Authorities Joint Insurance Fund

This is the JIF. The Authority is very satisfied with the JIF and would like to renew the membership. Mr. J. Flancbaum read **Resolution No. 20-115 Renewal Of Membership In New Jersey Utilities Authorities Joint Insurance Fund**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

VI. Engineer's Report

1. Chestnut Gardens (Congregation Maalos HaTorah – Aaron Perlow)

- Resolution Granting Final Approval

On November 25, 2020 Grant Engineering issued final review no. 1. At this time the Authority may grant final approval for the Chestnut Gardens development conditioned on the Grant Engineering letter. Mr. J. Flancbaum read **Resolution No. 20-116 Grant Of Final Approval Chestnut Gardens**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

2. Golders Green Road Subdivision (Congregation Maalos HaTorah – Aaron Perlow)

- Resolution Granting Final Approval

On November 25, 2020 GTS Consultants issued final review no. 1. At this time, the Authority may grant final approval for the Golders Green development conditioned on the GTS Consultants letter. Mr. J. Flancbaum read **Resolution No. 20-117 Grant Of Final Approval Golders Green Road Subdivision**. Motion was made by Mr. S.

Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted “**Yes**”.
Adopted.

3. Ridge Avenue School No. 4 (Congregation Birchas Yaakov – Eli Katz and Abe Auerbach)

- Resolution Releasing Performance Guarantees

On November 30, 2020, the Authority issued a letter detailing the requirements for the performance guarantees to be released. At this time, the Authority may release the performance guarantees for the Ridge Avenue School No. 4 conditioned on the Authority’s letter dated November 30, 2020. Mr. J. Flancbaum read **Resolution No. 20-118 Releasing Performance Guarantees Ridge Avenue School No. 4**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mrs. Miller, Mr. S. Flancbaum, and Senator Singer voted “**Yes**”. Mr. Theibault abstained.
Adopted.

4. Bids for Chemicals and Cold Water Meters for Calendar Years 2021-2022

- Resolution Awarding Purchase of Cold Water Meters
- Resolution Awarding Purchase of Hydrated Lime
- Resolution Rejecting Bids for Sodium Hypochlorite

A total of two bids were received for the purchase of Cold Water Meters. The lowest responsive and responsible bidder for Cold Water Meters is Core & Main LP for \$205,479.00 for 1 year or \$377,806.00 for 2 years. The second bidder’s, Ferguson Water Works, bid is disqualified due to the proposed cold water meters not meeting the bid specifications. The unit cost prices for the two year and one year contracts are identical. It would make sense to award a contract for two years for price stability. At this time, the Authority may award either a one year or two year contract for the purchase of cold water meters to Core & Main LP. Senator Singer asked Mr. Farrell if he recommends the two year contract. Mr. Farrell replied yes. Senator Singer asked Mr. J. Flancbaum if he concurs. Mr. J. Flancbaum said yes, he does. Senator Singer asked the Commissioners if they would not want a two year contract. They were okay with a two year contract. Mr. J. Flancbaum read **Resolution No. 20-119 Awarding Contract For Cold Water Meters To Lowest Bidder**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”.
Adopted.

Two bids were received for the purchase of Hydrated Lime. The lowest responsive and responsible bidder for Hydrated Lime is George S. Coyne Chemical for \$9.35 per fifty pound bag for one year or \$9.59 per fifty pound bag for two years. The second lowest responsive and responsible bidder is Reed and Perrine for \$9.64 per fifty pound bag for one year or \$10.14 per fifty pound bag for two years. The recommendation is to award the two year contract for the lowest bidder. Senator Singer asked if anyone had a problem with going with the two year bid. No one did. Mr. J. Flancbaum read **Resolution No. 20-120 Awarding Contract For Hydrated Lime To Lowest Bidder**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted “**Yes**”.
Adopted.

Two bids were received for the purchase of Sodium Hypochlorite. The Authority specifications for sodium hypochlorite requires 12.5% weight solution. The lowest bid received submitted a specification for a 15% solution. After internal discussions it was determined the 15% weight solution is better for the Authority Operations Department. The Authority received an email from the Authority Attorney dated November 25, 2020 indicating it his opinion the Authority should re-bid to the correct specifications. At this time, the Authority may reject all bids for sodium hypochlorite. Mr. J. Flancbaum said

that it will be rebid and award a contract at next month's meeting. Mr. J. Flancbaum read **Resolution No. 20-121 Rejecting All Bids For Sodium Hypochlorite**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted**. Senator Singer asked for a motion to rebid the Sodium Hypochlorite. A **motion** to rebid Sodium Hypochlorite was made by Mrs. Fish and seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Motion carried**.

5. RFQs for Engineering Services for Calendar Year 2021

Resolution Accepting Qualifications

The Authority received submissions from fifteen firms. The firms submitting qualifications are Suburban Consulting Engineers, CME Associates, T&M Associates, GTS Consultants, Owen, Little & Associates, Mott MacDonald, Maser Consulting, Remington Vernick & Vena Engineers, Grant Engineering, H2M Architects & Engineers, Morgan Engineering, Van Cleef Engineering Associates, Boro Engineering, LCA Engineering & Prestige Environmental. The Authority issued a review letter listing any noted deficiencies to the Authority Attorney. At this time the Authority may accept the qualifications of all companies conditioned on the Authority Director of Engineering and the Authority Attorney reviews of the qualifications. Mr. J. Flancbaum read **Resolution No. 20-122 Accepting Submissions In Response To Request For Qualifications For Engineering Services 2021**. Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted**.

6. PFAS Treatment for PFOA and PFOS MCLs

Resolution Awarding Professional Services Contract

In October 2020, the Authority received proposals from four professional engineering companies for the design, applications, bid and inspection for two new granular activated carbon (GAC) treatment facilities, one at the New Hampshire Avenue Water Treatment Plant and one at Shorrock Street Water Treatment Plant for PFAS treatment. The proposals provided costs to design each facility separately or to design both facilities. The proposals are as follows: Mott MacDonald combined at \$798,000.00, Remington Vernick combined at \$381,600.00, Van Cleef combined at \$700,000.00 and CME Associates combined at \$987,362.00. At this time, the Authority may award a professional services contract to Remington Vernick for engineering, bidding and construction services for the GAC Facilities for PFAS Removal at the New Hampshire Avenue Water Treatment Plant and Shorrock Street Water Treatment Plant in the cost not to exceed amount of \$381,600.00. Mr. J. Flancbaum read **Resolution No. 20-123 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Senator Singer said he was concerned with the difference in pricing from the firm's bids. The Authority reached out to Remington Vernick to make sure that their price submitted was what they meant to submit. They concurred back that it was. They have done this before; this is not their first time doing this kind of project. They have the footprint on this and understand what they are bidding on and this is their bid. Remington Vernick has done work for the Authority in the past and they are the Township engineer and are certainly a credible firm. They assured the Authority that this is a firm bid. Senator Singer said he has no second thoughts on awarding them the contract. Senator Singer said he wanted to bring this to the Commissioners attention. Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On **roll call**, all members present voted "**Yes**". **Adopted**.

7. **Shorrock Street Water Treatment Plant HVAC Replacement**

- Resolution Awarding Change Order No. 1

The Authority received Change Order Request No. 1 from Van Cleef Engineering Group for costs to re-bid the project in the cost not to exceed amount of \$2,300.00. At this time, the Authority may award Change Order No. 1 to Van Cleef Engineering Group in the amount of \$2,300.00. Senator Singer asked why this is being re-bid. Mr. Farrell said it was cancelled in March due to Covid-19. It is time to put it together again and re-bid it. Mr. J. Flancbaum read **Resolution No. 20-124 Authorizing Change Order No. 1 Shorrock Street Water Treatment Plant HVAC Replacement**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

VII. **Attorney's Report**

Mr. Pfeffer reported that the Authority submitted the land use application to the Township for both GAC Buildings and sub-division site plans. We are waiting for their engineer's report. As soon as that is received, we will be listed for a hearing. Senator Singer asked if any problems were found with engineering on the site plans on our other facilities. Mr. Pfeffer said no. Surveys were ordered and so far, there were not any issues.

VIII. **Executive Director's Report**

1. **Resolution awarding contract for laboratory testing services for calendar year 2021**

A Request for Proposal opening was held this morning at 9:30 A.M. One proposal was received, from Precision Analytical Services. This is the company that the Authority has been using for many years now. The price proposed for 2021 is essentially the same as 2020. We would like to renew their contract for 2021. Mr. J. Flancbaum read **Resolution No. 20-125 Awarding Contract For Laboratory Testing Services**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

2. **Resolution awarding contract for cleaning services for calendar year 2021**

A Request For Proposal opening was conducted on November 24, 2020. Two proposals were received. One for \$2,880.00 per month from All Cleaning Season, LLC and one for \$1,293.00 per month from Buildingstars Operations. Then a half hour after the deadline a third proposal was received from our current cleaning company for \$2,945.51 per month. The lowest proposal seems to include everything we asked for. We recommend awarding the contract to them for 2021. It is an annual savings of a little over \$15,000.00 a year. Senator Singer asked where they are located. Mr. J. Flancbaum said he forgets which town, but they are local. Senator Singer asked if they have been in business for any length of time. Mr. J. Flancbaum said that from the credentials they have submitted they seem legitimate. The representative that we dealt with is from Marlboro. Mr. J. Flancbaum said he could not remember where the corporate headquarters are located. Our current cleaning company was much less last time, and we did the same with them. If they do not work out for some reason, we can always regroup. Mr. J. Flancbaum read **Resolution No. 20-126 Awarding Contract For Cleaning Services For Calendar Year 2021**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. Senator Singer said he votes yes, but he has real reservations. This proposal amount is very low, and he is worried that either with

Covid-19 they do not do a proper job or that mid contract we lose them. He will vote yes based on the savings. He hopes they know what they bid on. **Adopted.**

3. Resolution awarding contract for Risk Management Service for calendar year 2021

A draft Consultant's Agreement was received from Conner Strong and Buckelew. As in previous years they are proposing a fee equal to six percent of our annual JIF assessment. Our 2021 Assessment is \$89,683.00 which would make our consultant's fee \$5,380.98. Conner Strong's services are utilized very often, and we recommend awarding them the contract for 2021. Mr. J. Flancbaum read **Resolution No. 20-127 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "**Yes**". **Adopted.**

4. Resolution adopting Holiday schedule for calendar year 2021

As in previous years, the Authority mimics the Lakewood Township's Holiday calendar. A copy was sent out with the packet. Mr. J. Flancbaum read **Resolution No. 20-128 Adopting Holiday Schedule For Year 2021.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**".

5. NJUA JIF Dividend- 2021

The Joint Insurance Fund Dividend for 2021 will be \$6,597.00 which we will apply towards our annual premium.

Senator Singer said as discussed, there will not be a normal Holiday party because of the Covid-19 situation. A possible suggestion was made to give all employees a box lunch. This might be more suitable.

IX. Technical Operations Report

Field Operations Report:

1. Well No. 15 status

The Well No. 15 conversion from submersible pump and motor over to a vertical turbine type is completed and the well is pumping at full production.

2. New Hampshire Avenue Water Treatment Plant Chlorine conversion status

The New Hampshire Avenue Water Treatment Plant chlorine conversion construction project is now under way. Weather permitting along with the chlorine tank delivery projection date, this should be a six to eight week project.

3. Power washing

We had several of our water storage tanks pressure filters and the Administration Building power washed.,

Technical Operations:

4. SCADA and Communications Status

All SCADA and communications systems are up and running with routine upgrades. Maintenance was performed last month by our SCADA contractor.

5. NJAW Chestnut Street Interconnect Update

All the equipment is ordered and/or received for the New Jersey American Water Chestnut Street interconnect. Work has begun on our SCADA panel and its communications.

IT Department:

6. Post Lightning Strike Microwave Radio System Status

Mr. McBride has worked with our microwave radio contractor in getting all the surge suppression systems and radio software updated.

7. Authority Firewall Update

The Authority's Security firewall project is in progress.

8. Sensus Software Update

The Sensus Software as a Service agreement has been sent to the Authority Attorney for review.

GIS Department:

9. GIS mapping update

Mr. McClain has prepared mapping for the Executive Director regarding the Lakewood Township MUA/New Jersey American Water service area swap and other projects.

10. Utility Network upgrade status

Mr. McClain is preparing the scope of work for the Utility Network Upgrade.

11. GIS Trade blog interview

Mr. McClain was selected to be interviewed for a Trade Blog based on his virtual presentation that was given at the Northeast Esri Water/Wastewater virtual user meeting.

Senator Singer congratulated Mr. McClain on his blogging.

X. Commissioners' Report

XI. MEETING OPEN TO THE PUBLIC

XII. ADJOURNMENT

A motion was made by Mrs. Fish, seconded by Mr. S. Flancbaum to adjourn meeting. On **roll call**, all members present voted "**Yes**". Senator Singer said he wants to wish everyone a Happy Holiday, Merry Christmas to those that celebrate Christmas, Happy Chanukah to those that celebrate Chanukah. Enjoy the Holiday and the New Year. Hopefully by sometime early next year we will meet in person. The hospitals have been notified that they will be receiving the vaccine by December 14th or 15th. The Board of Health was told that one week after, the First Responders and essential personnel will get the vaccine. Essential personnel include Authority employees. Then next will be the senior citizens and high risk people. After that, the general public will get it. Hopefully by mid-January the general public will be receiving the vaccine. There are three types of vaccine. The first two types require two shots. One has a twenty one day wait after the first shot and the second has a twenty eight day wait. Johnson and Johnson's vaccine will be out in January and is just one shot. It is on the way and coming. Hopefully in the near future we will be able to meet in person. Senator Singer thanked everyone for doing

a great job. He also wanted to thank the professionals, Mr. Pfeffer and Mr. Bauer, for the great job they are doing. It is very much appreciated. Please extend a thank you to Mr. Ian Goldman, who also does a great job for the Authority. Stay safe. The meeting was adjourned at 11:40 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA