



**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

September 5, 2018

- I. Senator Singer opened the meeting at 10:45 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.
- 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 9, 2018 and The Tri Town News on February 14, 2018.
- III. **Salute to the Flag**  
  
Senator Singer asked for a moment of silence of memory of a great American, Senator John McCain, who passed away this past week.
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flanbaum and Senator Singer. Mr. Lichtenstein and Mr. S. Flanbaum 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, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**  
A motion to approve the minutes of the Regular Meeting held on August 7, 2018, was made by Mr. Lichtenstein and seconded by Mr. S. Flanbaum. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
  1. **Financial Results Review For Period Ending August 31, 2018**  
The Authorities net position for the period ending August 31, 2018 is approximately \$2.9 Million which is approximately \$596,000.00 ahead of the Budget. The Authority's operating revenue is approximately \$8.8 Million. This is \$578,000.00 ahead of the budget. If the nonrecurring items, the connection fees and the sale of the Woodlake

---

## LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701  
PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

property, are excluded the real drivers of the higher revenue over budget are the water and sewer charges related to the efficiencies gained in the new metering and billing system. A little favorability is coming in through investment income. The Authority is getting almost 75 basis points higher in the interest rate return on the investment over last year. Senator Singer said there is also increased revenue from additional customers. Mr. Rappoccio said yes, there are twenty seven new residential customers that came online this year and also commercial and industrial accounts. The revenue stream is looking good. Senator Singer mentioned that the Authority is also saving money because of the solar field. Mr. Rappoccio said that there is two months experience with the solar field and the Authority is seeing close to \$2,000.00 a month in comparison to last year. That is good and Mr. Rappoccio will continue to monitor it throughout the year.

Mr. Theibault and Mr. Waxman arrived at 10:49 A.M.

The Authority's expenses through August 31, 2018 are approximately \$5.8 Million. The expenses are \$17,000.00 below budget and there are two more months left to the budget year. Expenses are being managed extremely well. There are a few line items that are driving overages in expenses but there are also a few line items that are offsetting that. Next year's budget is being worked on now and we will be looking at those line items to make sure they are budgeted correctly going forward.

**2. Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$487,479.55. A **motion** to approve operating vouchers in the amount of \$487,479.55 was made by Mr. Waxman, seconded by Mr. Theibault. On **roll call**, all members present voted, "Yes" with **noted abstentions**. **Motion Carried.**

**3. Resolution Approving the 2018-2019 Water/Sewer Budget Extension**

An extension of 120 days is needed for the budget. There are some items that are still being worked on, one being the pension liability. Senator Singer said that we are waiting for the State to provide that information. Mrs. Lapa read **Resolution No. 18-72 2018-2019 Water/Sewer Budget Extension**. Motion was made by Mr. Waxman seconded by Mr. S. Flancbaum. On **roll call** all members present voted "**Yes**". **Adopted.**

**4. Resolution Authorizing a Membership with Sourcewell, a Cooperative Purchasing Organization**

There is no cost to join the coop but gives the Authority another avenue for looking for pricing on certain items such as generators etc. Mrs. Lapa read **Resolution No. 18-73 Authorizing A Membership with Sourcewell, A Cooperative Purchasing Organization**. Motion was made by Mr. Waxman seconded by Mr. Lichtenstein. On **roll call** all members present voted "**Yes**". **Adopted.**

**VII. Engineer's Report**

**Mr. Ponsi's Report**

**1. Ridge Avenue School No.4 (Congregation Birchas Yaakov-Eli Katz & Abe Auerbach)**

- Resolution Granting Final Approval

On August 23, 2018 T&M Associates issued a review letter detailing the conditions required for final approval. At this time the Authority may grant final approval to the Ridge Avenue School No. 4 project conditioned on the T&M Associates letter dated August 23, 2018. Mrs. Lapa read **Resolution No. 18-74 Grant Of Final Approval**

**Ridge Avenue School No. 4.** Motion was made by Mr. Waxman seconded by Mr. S. Flancbaum. On **roll call** Mr. Lichtenstein, Mr. S. Flancbaum, Mr. Waxman and Senator Singer voted “**Yes**”. Mr. Theibault abstained. **Adopted.**

#### **VIII. Attorney's Report**

Mr. Pfeffer said he has closed session matters.

#### **IX. Executive Director's Report**

##### **1. Resolution Memorializing Authorization to Execute a Water Purchase Agreement with NJ American Water Company**

At last month's meeting authorization was granted to execute the Water Purchase Agreement with New Jersey American Water Company. The Authority executed the agreement and sent over the signatures to New Jersey American Water Company about one and one half weeks ago. New Jersey American Water Company has to execute their end. Then an application has to be made to the DEP for their approval of the contract. The Authority filled out the buyer's portion of the application and New Jersey American Water Company will fill out the seller's portion and send it to the DEP by the end of the week. Mrs. Lapa read **Resolution No. 18-75 Memorializing Authorization to Execute a Water Purchase Agreement with New Jersey American Water Company.** Motion was made by Mr. Waxman seconded by Mr. S. Flancbaum. On **roll call** all members present voted “**Yes**”. **Adopted.** Senator Singer thanked all that was involved with this. Mr. Lichtenstein asked will we have to wait for it to be approved before it can be considered part of the Water Management Plan. Mr. J. Flancbaum said that it is up to them.

##### **2. Resolution Appointing Public Agency Compliance Officer (PACO)**

Ms. Stensgaard was the Authority's Public Agency Compliance Officer and retired, therefore we would like to appoint Mr. Farrell to be the Public Agency Compliance Officer. A new administrative assistant will be coming in next Monday. Assuming the 90 day probationary period will pass successfully, at that time we will come back to the Board to appoint the new administrative assistant as the Public Agency Compliance Officer. Senator Singer thought that perhaps Mr. Farrell should be the permanent Public Agency Compliance Officer.

Mrs. Fish arrived at 10:57A.M. Mr. Lichtenstein is no longer seated as an alternate.

Mrs. Lapa read **Resolution No. 18-76 Designating Public Agency Compliance Officer.** Motion was made by Mr. Waxman seconded by Mr. S. Flancbaum. On **roll call** all members present voted “**Yes**”. **Adopted.**

##### **3. Resident Compliment**

A property owner on Read Place which the Authority does not service with water or sewer needed a letter for the Township stating that. We were able to provide him with a letter the same day. Mr. J. Flancbaum read the email received from him. “Thank you so much. I have to say the LTMUA office has been most efficient and easy to work with. The other utility companies (including the one that he is a customer of) have been very difficult. He did not get the name of the woman that answered the phone but she was extremely nice and cheerful. Thank you and keep up the great work.” Senator Singer thanked Ms. Gaynor. Mr. Waxman was curious why the Township needed a letter from the Authority if it is not Authority service area. Mr. J. Flancbaum said it is a standard request to get letters from all utility companies. It is the Authority's service area, we just do not have utilities there yet. Mr. Lichtenstein said that he has another compliment. The Township received a letter from a resident unhappy because he moved from the

Authority service area to the New Jersey American Water Company service area and is not happy with them.

Senator Singer asked that the Personnel Committee which consists of Mayor Coles and Mrs. Fish meet to take a look and review of where the Authority stands with the staffing and report back to the Board to make a decision for the Budget. It is getting close to the time when increases are coming in. Senator Singer asked if any of the Commissioners have any objections to this. There were none.

## **X. Technical Operations Report**

### **Field Operations Report:**

#### **1. Filter Bldg. Actuators**

The Filter Building Actuator replacement program is ongoing with five actuators installed this month in house, four units at the New Hampshire Avenue Plant and one unit at the Shorrock Street Plant.

#### **2. Sewer Jet Truck**

The sewer jet truck has been out fifteen days this month performing routine maintenance on our sanitary system. Had an outside contractor been deployed to perform this work it would have cost the Authority about \$22,500.00. The truck is earning its keep.

#### **3. Hydrant Painting Status**

Hydrant painting is almost completed. This completion was above and beyond our reasonable expectations as we had believed this would be ongoing at least until the fall of this year if not having to continue in the spring of next year. But it will be concluded in the next couple of weeks.

### **Technical Operations:**

#### **4. SCADA Status**

We had our outside SCADA contractor come in to perform some SCADA modifications and repairs at our Well No. 2, Leisure Village East Lift Station and our Airport Road Tank locations. He also assisted our Operations Supervisor, Greg Briody, in wiring our newly installed actuators at the two filter plants.

#### **5. Microwave Radio Status**

Microwave radio installations will commence upon our contractor receiving the necessary stamped prints from the licensed structural engineer. This allows equipment to be installed on our water tanks.

### **IT Department:**

#### **6. Reverse 911 Rollout**

The CodeRed Software or Reverse 911 will begin to be deployed this month, in September.

#### **7. Bar Coding Spare Stock System**

We have begun to adopt a bar code/reader system into our central stock room. This system is generated from our eMaint system and therefore will communicate directly with it. This will enable tighter control tracking on spare parts and insure the parts will be available to the users upon the need.

### **GIS Department:**

#### **8. Web Application Status**

Our GIS Specialist is preparing a web application for release to the Operation's staff in order for them to access GIS data.

**9. Research on System Piping**

Our GIS Specialist has researched the length of ACP or transit pipe in the system for our own Engineering use.

**10. Provision of Pipe Data**

He also provided over all pipe lengths to the Operations Department for their annual report.

**11. Ongoing GPS Field Work**

GPS field work and performing updates and corrections to existing GIS data are ongoing.

Senator Singer questioned if the open position was advertised yet. Mr. Farina said yes. Senator Singer wanted to know if any applications were received. Mr. Farina said a couple applications were received. We picked six to seven different avenues of advertising. Senator Singer said to make this a priority. It is an important position. Mr. Farina agreed.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. CLOSED SESSION**

Senator Singer asked for a closed session for litigation. The meeting went into closed session at 11:05 A.M. Mrs. Lapa read **Resolution No. 18-77 To Go Into Closed Session**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

**XV. OPEN SESSION**

Open session started at 11:12 A.M. Senator Singer said that pending litigation was discussed. Details will be released once it is settled.

**XVI. ADJOURNMENT**

**A motion** was made by Mr. Waxman, seconded by Mr. Theibault to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 11:13 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA