



Board of Commissioners
Senator Robert Singer, Chairman
Mayor Raymond Coles, Vice Chairman
Craig Theibault, Treasurer
Anne Fish, Assistant Secretary
Yocheved Miller, Commissioner
Samuel Flancbaum, Alt. Commissioner
Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

January 4, 2022

- 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 18, 2021 and The Tri Town News on February 24, 2021 and again in the Asbury Park Press on December 12, 2021 and in the Tri Town News on December 15, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
Mr. S. Flancbaum remained seated in place of Mayor Coles.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, CFO, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, and Mr. Adam Ponsi, P. E.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on November 3, 2021 and December 7, 2021, was made by Mr. Theibault and seconded by Mr. Flancbaum. **On roll call**, all members present voted “**Yes**”. **Motion Carried.**
- VI. **Chief Financial Officer Report**
 1. **Resolution to Adopt the Budget**

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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

At the December 7, 2021 Board Meeting, Resolution No. 21-99 was passed which approved the 2021-2022 Budget. With that approval, the budget was sent to the DCA for review by Skip Bauer. The DCA has approved our submission and are withholding final approval until our Board's Adoption of the budget through Resolution. Once completed, the adopted budget will be sent to DCA for final approval. I recommend that the Board consider and approve Resolution No. 22-04 to Adopt the 2021-2022 Budget.

- **Resolution No. 22-04 Adoption of the 2021-2022 Budget**

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum **On roll call**, all members present voted **"Yes."** **Adopted.**

2. Motion to Approve the Operating Voucher

The Operating Voucher in your Board Packets is \$729,890.38. This total includes a year-end true up to NJ American Water for purchased water in the amount of approximately \$190,000. Otherwise, there are no out-of-the-ordinary monthly issues to note. Lastly, the Operating Voucher is amended for one Levin Shea Pfeffer & Goldman PA invoices of \$1,395.00. This brings the Amended Operating Voucher amended total to \$731,285.38. I recommend that the board approve the Operating Voucher, as amended to \$731,285.38, with noted abstentions.

- Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum **On roll call**, all seated members voted **"Yes."** **Adopted.**

VII. Engineer's Report

1. New Hampshire Avenue South of Oak Street (Congregation Talmud Torah Toras Yisroel, Inc-Chaim Guttman & Builders Supreme-Nathan Neuman)

Mr. Adam Ponsi, P.E. noted that there are no site specific terms for this project.

- Resolution No. 22-05 Accepting Terms of Developers Agreement New Hampshire Avenue School South of Oak Street
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. **On roll call**, all seated members voted **"Yes"**. **Adopted.**
- Resolution No. 22-06 Granting Final Approval New Hampshire Avenue School South of Oak Street
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. **On roll call**, all seated members voted **"Yes"**. **Adopted.**

2. Pine Street Hotel (RD Lakewood, LLC-Thomas Rosenberg & Saul Mizrahi)

The following are the unique terms for the Developer's Agreement for the project:

- The Developer is installing 370 LF of sanitary sewer main extension beyond the hotel property within Pine Street for the benefit of the Authority's system. The Authority Engineer estimates the design and construction cost for this extension to be \$113,225.00. The Authority agrees to reimburse the Developer \$113,225.00 in the form of a connection fee credit for the installation of the sanitary sewer main extension.
- The Developer agrees to pay a fair share contribution to the Authority for the installation of the Vassar Avenue to Albert Avenue sanitary sewer main extension in the amount of \$110,664.07
- Resolution No. 22-07 Accepting Terms of the Developer's Agreement Pine Street Hotel Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted "**Yes**". **Adopted.**

VIII. Attorney's Report
Business as usual.

IX. Executive Director's Report

1. Authorizing the Execution of a Risk Management Consultant's Agreement

As in previous years, we recommend entering into an agreement with Conner Strong & Buckelew Their fee is 6% of our annual JIF Assessment. The assessment for 2022 is \$96,396 making our fee \$5,784.00.

- Resolution No. 22-08 Authorizing the Execution of a Risk Management Consultant's Agreement Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted "**Yes**". **Adopted.**

2. Designating a Public Agency Compliance Officer (P.A.C.O.)

Colin Farrell will be our compliance officer for 2022.

- Resolution No. 22-09 Designating a Public Agency Compliance Officer Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted "**Yes**". **Adopted.**

3. Awarding Contract for Lab Testing Services 2022 Precision Analytical Services

We had an RFP opening in December for Lab Testing and we had one proposal from our current testing company Precision Analytical Services. Their prices essentially held the same as last year and we would like to renew our contract with them for 2022.

- Resolution No. 22-10 Awarding Contract for Lab Testing Services for 2022 Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted "**Yes**". **Adopted.**

4. Authorizing the Execution of a Shared Services Agreement with The Township of Lakewood for Gasoline

- Resolution No. 22-11 Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood
Motion was made by Mrs. Fish seconded by Mr. Theibault. On **roll call**, all seated members voted “**Yes**”. **Adopted.**

X. Technical Operations Report

Operations Dept.:

1. Well #7 repair and conversion parts are scheduled to ship on January 15th. Upon their arrival, work will immediately resume.
2. Spare vertical turbine motors for our critical high service pumps both at the NH Ave. and Shorrock St. water plants have been ordered to have on hand as necessary spares due to their long lead times in procuring.

Technical Operations Dept.:

3. All SCADA and communications systems are running well.
4. Surge suppression equipment is continuing to be installed in all SCADA RTU panels and on each instrument device.
5. Tomorrow, January 5th we will have all the Authority’s high voltage switch gear tested, cleaned, infrared checked and evaluated by an approved outside contractor. This work will take 2 days. This is a task that is performed approximately every 6-7 years.

IT Dept.:

6. Leon worked with our IT contractor in completing an entire equipment audit involving all the Authority’s business and SCADA computer equipment for insurance and TCO analysis purposes.
7. He set up the new time clock in Operations for the new Paylocity payroll system and also provided the vender with our current HID brand swipe card data so that employees can choose to use their FOB’s to clock in or out.
8. The new Sensus platform having to do with the upgrade is built and running in parallel at this time.
9. Don and Nancy have approved the billing file and the first round of training will take place the second week of January.

GIS/Cyber-Security Dept.:

GIS:

10. Supporting Engineering on several capital projects with maps and data.
11. GIS system was updated to reflect several newly completed projects.

Cyber-Security:

12. Closely monitoring the Apache server Log4j security breach as it is potentially the biggest security threat to date.
13. January will kick off the Authority’s annual cyber-security training program.

Senator Singer asked if we are continuing to upgrade the computers in the system. Mr. Farina said yes. Senator Singer asked are we pretty close to finishing and Mr. Farina said we are just about coming to an end. Senator Singer also asked what the Apache cyber security breach is exactly. Mr. Chris McClain, GIS Specialist responded by explaining its an open source platform for logging things. A lot of developers use it within their projects. As of now we have no exposure to it, we don't use it directly in anything. Some of the products we use, use it so we made sure we reached out to vendors to see if we had any vulnerabilities, and we did not. But this is going to be something that is on going and we will monitor it going forward. It's being categorized as the biggest cyber threat worldwide ever just because this product is so widely used.

Senator Singer asked Mr. Farina if we have an agreement with any of our vendors that if they have any access to our system that they have proper protection. Mr. Farina replied that Leon McBride, IT Specialist is on top of that, there is a software as a service agreement that everyone signs.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A **motion** was made by Mrs. Fish, seconded by Mr. Theibault to adjourn meeting. **On roll call**, all seated members voted **"Yes"**. The meeting was adjourned at 10:36 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA