



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

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

March 3, 2020

- I. Senator Singer opened the meeting at 10:01 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 7, 2020 and The Tri Town News on February 12, 2020.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flancbaum, Mr. Theibault, Mayor Coles, Mrs. Fish and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Director of Operations and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on February 4, 2020, was made by Mayor Coles and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

A **motion** to approve the minutes of the Annual Reorganization Meeting held on February 4, 2020, was made by Mayor Coles and seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending February 29, 2020**
The Authorities net position for the period ending February 29, 2020 is approximately \$1.1 Million. This is approximately \$69,000.00 ahead of the budget year to date. The Authority's operating revenue is approximately \$3.6 Million. This is approximately

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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

\$110,000.00 ahead of the budget. This continues to be driven mainly by the residential water and sewer service charges. The Authority's expenses are approximately \$2.5 Million. It is approximately \$41,000.00 over the budget. Repair and Maintenance is higher than usual due to emergency work done this month. Some meters were purchased this month. The meter cost will be recouped over time as meters are being issued to customers. The laboratory testing is higher as discussed last month, due to the PFOA testing that is being required.

2. **Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. There is one addition to the list from the attorney in the amount of \$7,177.50. The bill was in on time, it was an administrative error and it did not get on the list. The amended amount for the Operating Expense Vouchers is \$1,503,782.74. A **motion** to approve operating vouchers in the amended amount of \$1,503,782.74 was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted, "Yes" with **noted abstentions. Motion Carried.**

Audit - Mr. Bauer said the Audit is going very well. We have been working on it for two months. It is going well. Some work still has to be done in the office. We will have to wait for the actuarial reports from the State Pension and Health Benefits. This will delay the final report for several months.

VII. **Engineer's Report**

Senator Singer said he understands that an administrative assistant was found for the Engineering Department. Mr. Ponsi replied yes, we are waiting for the results of the background check and then there is the two weeks' notice. Senator Singer asked Mr. Robbins if he knows the prospective employee. He said he knows the family, he does not know her personally. He said it is a good family.

Mr. Ponsi's Report

1. **Lanes Mill Road Office Building (Mordechai Fligman)**

- Resolution Releasing Performance Guarantees

On October 10, 2018 the Authority released the performance guarantees. One of the conditions was a maintenance bond. At this point of time, that condition is no longer needed. It is two years since the project has been finished. On February 28, 2020 the Authority issued a letter detailing the revised requirements for the performance guarantees to be released. At this time the Authority may release the performance guarantees conditioned on the Authority's letter of February 28, 2020. Mrs. Lapa read **Resolution No. 20-40 Releasing Performance Guarantees Lanes Mill Road Office Building.** Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted "**Aye**". **Adopted.**

2. **Well No. 7 Emergency Repairs 2020**

- Resolution Declaring an Emergency to Repair Well No. 7
- Resolution Awarding Contract

On February 28, 2020 the Authority Engineer issued a memo indicating the inspection, redevelopment, and repairs of Well No. 7 are necessary for the health and safety of the public. This is due to Well No. 7's proximity to Well No. 17, which recently failed and was repaired. The Authority has concerns that Well No. 7's condition may be in a similar state to Well No. 17 and they were. A proposal was received from Steffen Drilling for the repair and redevelopment of Well No. 7 in the amount of \$183,200.00.

At this time the Authority may issue a resolution declaring an emergency as recommended by the Authority Engineer as indicated in the memo dated February 28, 2020. Senator Singer asked how long will the repair take. Mr. Ponsi replied it will take around a month's time. Mrs. Lapa read **Resolution No. 20-41 Declaring An Emergency To Repair Well No. 7**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "Yes". **Adopted**.

At this time the Authority may award a contract under emergency conditions to Steffen Drilling for repairs at Well #7 in the amount of \$183,200.00. Mrs. Lapa read **Resolution No. 20-42 Awarding Contract To Repair And Replace All Necessary Items At Well No. 7 Pursuant To the Declaration Of Emergency**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted "Yes". **Adopted**.

Mr. Farrell's Report

3. Fire Hydrant Replacement Project 2019

- Resolution Awarding Contract

On February 20, 2020 the Authority received five bids for the Fire Hydrant Replacement project. Maser Consulting reviewed the bids. The lowest bid was from Crest Construction Group in the amount of \$161,227.03. At this time the Authority may award the contract to the lowest qualified bidder, Crest Construction Group. We are waiting for the Authority Attorney to review for compliance with PACO regulations/requirements. Mrs. Lapa read **Resolution No. 20-43 Awarding Contract For The Fire Hydrant Replacement Project**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted "Yes". **Adopted**.

4. Sanitary Sewer Replacement OLV

- Resolution Awarding Change Order No. 1

On February 21, 2020 the Authority received a proposal from Morgan Engineering to provide a test pit at the construction location in the lump sum amount of \$4,600.00. At this time the Authority may award Change Order No. 1 to Morgan Engineering in the amount of \$4,600.00. Mrs. Lapa read **Resolution No. 20-44 Authorizing Change Order No. 1 For The Sanitary Sewer Replacement Original Leisure Village**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted "Aye". **Adopted**.

5. County Intersection Improvements Locust Street & Vermont Avenue

- Resolution Awarding Professional Services Contract
- Resolution Modifying Shared Services Agreement with Ocean County

On February 4, 2020 the Authority received a proposal from GTS Consultants for engineering and surveying services to provide As-Built drawings in the lump sum amount of \$3,992.64 and to review shop drawings in the cost not to exceed amount of \$2,208.00. On February 21, 2020 Earle Asphalt submitted a change order request to Ocean County for the relocation of a fire hydrant in the amount of \$3,689.77.

At this time the Authority may award a professional services contract to GTS Consultants for engineering and surveying services to provide As-Built drawings and to review shop drawings in the amount of \$6,200.64. Mrs. Lapa read **Resolution No. 20-45 Awarding Professional Services Contract Without Public Bidding Pursuant to N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "Yes". **Adopted**.

At this time the Authority may modify the shared services agreement with Ocean County to increase the reimbursement amount to Ocean County for the hydrant relocation in the amount of \$3,689.77. Senator Singer asked if the hydrant that is being relocated is going to be a new hydrant. Mr. Farrell said yes, they will be installing a new hydrant. Mrs. Lapa read **Resolution No. 20-46 Authorizing The Modification Of A Shared Services Agreement With The County Of Ocean**. Motion was made by Mayor Coles, seconded by Mr. Theibault. On **roll call**, all members present voted **“Yes”**. **Adopted**.

6. Admin Building Renovation and Expansion (Addition)

- Resolution Awarding Change Order No. 7

On February 27, 2020 the Authority received Change Order Request No. 7 from Bismark Construction for the fit out of the second floor of the new addition in the amount of \$187,243.93. At this time the Authority may approve Change Order Request No. 7 for the fit out of the second floor of the new addition in the amount of \$187,243.93. Mrs. Lapa read **Resolution No. 20-47 Authorizing Change Order No. 7 Administration Building Renovation and Expansion**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted**.

7. Chestnut Street Water Main

- Motion Authorizing Issuance of Notice to Bidders

At this time the Authority may authorize the issuance of the notice to bidders for the Chestnut Street Water Main project. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted **“Aye”**. **Motion carried**.

Senator Singer said that the renovations for the first floor will be done but will not be part of State monies. The Authority will probably go out for separate bid. They took a look at possibly including it in and the State said they probably would not pay for it and it was much too expensive. The renovation includes flooring, knock down a wall and redo the configuration. This will modernize the Authority. It has not been done in twenty five years. The work will be done on weekends.

VIII. Attorney's Report

Mr. Pfeffer said he will hopefully have some updates next month on the two pending litigations. Senator Singer said this may be the longest litigation in history. Mr. Pfeffer they are amending the complaint to have additional parties. They are trying to bring in Pine Belt and Bil-Jim Construction. This has nothing to do with the Authority. They have a motion pending to amend the complaint. If that is granted, then the discovery will keep going. Senator Singer said that they should be told that if you are trying to defraud a government, it is criminal action. He hopes their attorney knows that.

IX. Executive Director's Report

1. Resolution Authorizing the Execution of a Shared Services Agreement with the Toms River MUA

This has been done that last couple of years. They have equipment that the Authority can use in case of emergency. Vice versa we can help the Toms River MUA if they need something. Mrs. Lapa read **Resolution No. 20-48 Authorizing The Execution Of A Shared Services Agreement With The Toms River MUA**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted **“Yes”**. **Adopted**. Senator Singer asked if Mr. J. Flancbaum if he will reach out to Suez regarding an interconnection. Mr. J. Flancbaum said he met with them a couple of weeks ago and had a good discussion.

2. Customer compliment

Mr. J. Flancbaum said he would like to read an email that was received from a customer from Leisure Village complimenting the Authority. "Your men did a great job on Friday, February 14th fixing a water main on my street in Leisure Village. It was cold and the two men that filled in the hole at the end worked hard. Also, great paving was done on Monday. Please let your workers know of our appreciation." The staff was informed of this email and that they did a great job. A letter was received from the Lakehurst Borough Council President thanking the Authority for the water meter reading equipment that was given to them last month.

Mr. J. Flancbaum wanted to remind the commissioners that next month's meeting, April 1st will be taking place at 11:00 A.M. not the usual 10:00 A.M. After the meeting, Michael Avalone from Conner Strong will present the Elected and Appointed Officials Training. The Authority will get \$250.00 credit for each commissioner. Senator Singer asked that a notice be sent out as a reminder.

X. Technical Operations Report

Field Operations Report:

1. Utility Truck 19 progress

Our mechanics removed the existing utility body and crane off utility truck no. 19 which we were able to sell on GovDeals. Then went on to prepare the chassis for it to be sent to the vendor to have the new utility body and crane installed. Our new valve exercising truck has been deployed and is working fine. It is proving its worth in our effort to comply with the NJDEP valve exercising requirements.

2. Shorrock Street Water Treatment Plant Lime Room

The mechanics are also fabricating a stainless steel diamond plated trough to divert run off process water outdoors from the Shorrock Street Water Treatment Plant lime room instead of continuing to run it into the newly restored raw water pipe gallery. This will insure the piping and its support fixtures will not revert back to having erosion and failure issues.

Technical Operations:

3. SCADA/Antenna systems status

All SCADA systems and antennas are running well.

IT Department:

4. Security/Card Key Access status

Mr. McBride has been meeting with the Maser Consulting Engineers with regard to the upcoming security and card key access project with regards to equipment. The technology is changing so rapidly, we want to make certain that we stay ahead of them before the time of bidding. This will insure that we are getting the latest in software and hardware. There are and were several opportunities for potential change orders that we are progressively shutting down.

5. New Security Software update

We are working on procuring what is known as Mobile Device Management software. This will enable us to lock and wipe out all data on the Authority's mobile hardware should they become lost or stolen. Senator Singer said that this is excellent.

GIS Department:

6. New valve truck integration report

Mr. McClain was successful with integrating the valve truck software with our current GIS information now making it possible to be able to do a daily download of the trucks GIS device into our GIS system. Senator Singer this will help when the State comes and checks and sees what we are doing. This is good.

7. Additional items migrated into GIS System

We completed updates of the tax ownership information and customer service records into the GIS System.

XI. Commissioners' Report

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**". The meeting was adjourned at 10:24 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA