



**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

December 5, 2023

- I.** Senator Singer opened the meeting at 10:10 A.M. in the conference room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, NJ 08701
- 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 10, 2023 and the Lakewood Shopper on February 9, 2023.
- III. Salute to the Flag**
- IV. Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mayor Coles, Mr. Theibault, Mr. S. Flancbaum, committeeman Lichtenstein and Senator Singer.  
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. Minutes**  
A **motion** to approve the minutes of the Regular Monthly Meeting held on November 8, 2023, was made by Mayor Coles and Mr. S. Flancbaum. On **roll call**, Mr. Theibault abstained. All other seated members voted **“Yes.” Motion carried.**
- VI. Chief Financial Officer Report**  
Given by Mr. Donald Sondak, CFO/Human Resources Director
1. Financial Overview for the year 2022-2023

October 31, 2023 marked the end of our fiscal year. The Authority’s net position for the year ending October 31, 2023 is approximately \$3.3 million. This is approximately \$1.2 million

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## LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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better than budget. The Authorities Operating Revenue for the same period is approximately \$13.4 million which exceeded the budget by \$705,000. The over budget condition is largely driven by non-recurring connection fees of approximately \$617,000. The Authorities Operating Expenses are approximately \$11.1 million which is \$408,000 above budget. This variance is driven mostly by: \$391,000 for meter replacements; \$363,000 for purchased water and \$144,000 for Sewage Treatment. These are partially offset by favorable variance in salary costs totaling \$300,000.

## 2. Resolution Adopting the 2024 Authority Budget

A resolution is required to approve sending the 2023-2024 Authority Budget to the State for review and approval. A meeting was held on September 14, 2023 with the Authority's Finance Committee and Accounting Firm. Overall, the Operating Budget is similar to prior year's budget. The Capital Spending Plan however is different. The impact of required critical infrastructure improvements will have a significant impact on the Authority's cash flow. Some of these improvements will be paid from our reserves, and some will be paid by revenue bond issues to the iBank.

I recommend that the Board approve the 2023-2024 Budget for submission to the State by approving Resolution 23-118.

Mrs. Fish arrived and was seated by Senator Singer. Mr. S. Flancbaum was unseated.

- **Resolution No. 23-118** Adopting the Authority Budget 2024

**Motion** made by Mayor Coles and seconded by Mr. Theibault. All Board members are required to vote. On **roll call**, all members voted **"Yes."** **Motion carried.**

## 3. Motion to Approve Operating Voucher

The Operating Voucher in your Board Packets is \$859,738.85. There are no out-of-the-ordinary monthly issues to note. However, the Operating List is amended for two Levin Shea Pfeffer and Goldman invoices in the amounts of \$1,430 and \$8,800 for legal services rendered and an invoice from WEX of \$1,000 for annual prefunding of FSA accounts, bringing the amended total to \$870,968.85. I recommend that the board approve the Operating Voucher, as amended to \$870,968.85, with noted abstentions.

**Motion** made by Mayor Coles and seconded by Mrs. Fish. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

## VII. Engineer's Report

Given by Mr. Adam Ponsi, P.E.

1. 400 Route 70 New Office Building (*Owner/Developer: Chestnut 70 Realty, LLC-Elieze Freidman/GC: Nexgen Builders-Jake Jacobovitch*)

November 16, 2023 GTS Consultants issued conceptual and technical review #2.

At this time the Authority may grant conceptual and technical approval for the 400 Route 70 New Office Building Development conditioned on the GTS Consultants letter dated November 16, 2023.

- **Resolution No. 23-119** Granting Conceptual and Technical Approval 400 Route 70 New Office Building

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

2. 1890 Swarthmore Avenue Warehouse Addition (*Owner/Developer: 1890 Swarthmore, LLC-Elliot Bohm & Jack Skorski*)

November 28, 2023 a Developer’s Agreement was drafted. The following are the site specific terms for the Developer’s Agreement for the project:

- The Authority and Developer agree connection fees will be charged based on the equivalent usage report submitted by the Developer.
- The Developer agrees to enter into a monitoring agreement where the usage for the building will be monitored for a period of 5 years.
- If the usage of the building exceeds the amount as noted in the monitoring agreement the Developer agrees to pay the overage in connection fees at the Authority’s connection fee rate at the conclusion of the monitoring period. The Authority will not reimburse the Developer if they use less than what was estimated.
- Connection Fees must be paid prior to installation of the meter.
- The Developer agrees to pay \$5,736.00 as a fair share contribution towards improvements to the Authority’s existing sanitary sewer system in order to increase the system’s capacity for the benefit of the development.

At this time the Authority may accept the terms of the Developer’s Agreement as indicated in Schedule ‘B’.

- **Resolution No. 23-120** Authorizing the Execution of a Developers Agreement 1890 Swarthmore Avenue Warehouse Addition

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

3. Woodlake Greens Sewer Upgrades Concept Plan & Cost Analysis

November 30, 2023 the Authority received a revised proposal from PS&S for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority’s sanitary sewer

system from Joe Parker Road through Woodlake Greens in the cost not to exceed amount of \$40,390.00.

At this time the Authority may award a professional services contract to PS&S for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority's sanitary sewer system from Joe Parker Road through Woodlake Greens in the cost not to exceed amount of \$40,390.00.

- **Resolution No. 23-121** Awarding Professional Services Contract Woodlake Greens Sewer Upgrades Concept Plan & Cost Analysis

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

#### 4. Hydraulic Modeling 2024

November 22, 2023 the Authority received a proposal from Remington Vernick to provide Hydraulic Modeling services for proposed developments based the parameters we specified. The following summarizes the proposal:

- 0-100 units = \$3,400
- 101-175 units = \$3,950
- 176-250 units = \$4,500
- 251-300 units = \$5,050

At this time the Authority may award a Professional Services Contract for hydraulic modeling in the calendar year 2024 to Remington Vernick at the rates listed in their proposal dated November 22, 2023.

- **Resolution No. 23-122** Awarding Professional Services Contract Hydraulic Modeling 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

#### 5. Regulatory Compliance Assistance 2024

November 22, 2023 the Authority received a proposal for Regulatory Compliance Assistance from Remington Vernick for 2024. Their proposed estimated budget is \$35,000.

At this time the Authority may award a Professional Services Contract to Remington Vernick in the amount not to exceed \$35,000.00 for Regulatory Compliance Assistance 2024.

- **Resolution No. 23-123** Awarding Professional Services Contract Regulatory Compliance Assistance 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

6. Bureau of Water Systems Engineering Water Master Permit Update 2024

November 22, 2023 the Authority received a proposed from Remington Vernick for updating the Authority’s water master permit in the lump sum amount of \$5,100.00.

At this time the Authority may award a Professional Services Contract to Remington Vernick in the lump sum amount of \$5,100.00 for updating the Authority’s Water Master Permit.

- **Resolution No. 23-124** Awarding Professional Services Contract Bureau of Water Systems Engineering Water Master Permit Update 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

7. Connection Fees 2025

November 22, 2023 the Authority received a proposal from Remington Vernick to prepare recommendations for the Authority’s water and sewer connection fees for 2025 in the lump sum amount of \$4,500.00.

At this time the Authority may award a professional services contract to Remington Vernick to prepare recommendations for the Authority’s connection fees for 2025 in the lump sum amount of \$4,500.00.

- **Resolution No. 23-125** Awarding Professional Services Contract for Connection Fees 2025

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

8. As-Built Drawings for Residential Applications 2024

November 28, 2023 the Authority received a proposal from GTS consultants to provide As-Built drawings for individual residential dwellings on a per unit basis for the calendar year 2024 in the amount of \$1,281.00 including inspection work or \$853.00 excluding the inspection work.

At this time the Authority may award a Professional Services Contract to GTS Consultants to provide As-builts and update GIS mapping for individual residential applications at a per unit cost of \$1,281.00 including inspection services and \$853.00 excluding inspection services.

- **Resolution No. 23-126** Awarding Professional Services Contract for As-Built Drawings for Residential Applications 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

9. Shorrock Street Backup Wells

November 9, 2023 the Authority received two (2) bids for the for the Shorrock Street Backup Well project. Bids received ranged from \$224,700.00 to \$250,306.00 (amounts include base bid with alternate A3 temporary construction entrance). The two (2) apparent lowest bidders are:

- Uni-Tech \$224,700.00
- AC Schultes \$250,306.00

November 30, 2023 ARH Associates issued a letter recommending award to the lowest bidder Uni-Tech.

At this time the Authority may award the contract to the lowest qualified bidder Uni-Tech for the Shorrock Street Backup Well project conditioned on the review and recommendations of the Authority Attorney and ARH Associates in the amount of \$224,700.00.

- **Resolution No. 23-127** Awarding Contract for Shorrock Street Backup Wells Project

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

**VIII. Attorney's Report** given by Mr. Adam Pfeffer, Esq.

Business as usual.

**IX. Executive Director’s Report**

Given by Mr. J. Flancabaum, Executive Director

1. **Resolution Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website**

This resolution authorizes us to conduct a reverse auction for electricity supply services and to execute a contract with the lowest bidder based on the recommendation of our consultant Energy Market Exchange.

- **Resolution No. 23-128 Authorizing** the Purchase of Electricity Supply for Public Use on an Online Auction Website

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes.”** **Motion carried**.

2. **Resolution Awarding Contract for Cleaning Services 2024**

We conducted an RFP opening on November 15, 2023 at 11:00AM. We received two proposals from Quality Facility Solutions who is our current company and another from LN Pro Services.

QFS's price is \$2,890.00 per month or \$34,680.00 per year.  
LN's price was \$8,660.00 per month or \$103,920.00 per year.

I recommend awarding the contract to Quality Facility Solutions.

- **Resolution No. 23-129 Awarding** Contract for Cleaning Services 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

### 3. **Resolution Awarding Laboratory Testing Services for 2024**

We conducted an RFP opening pursuant to the competitive contracting rules on November 28, 2023 at 10:30AM.

One proposal was received from Precision Analytical Services, the same company that we have been using for many years.

I recommend awarding the contract to Precision Analytical Services.

- **Resolution No. 23-130 Awarding** Contract for Laboratory Testing Services for 2024

**Motion** was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

4. There is literature from the MELJIf on the table in front of you, you are welcome to take it home.

Senator Singer asked the Executive Director to brief the board on some water quality complaints we received from residents at Somerset Walk.

Mr. J. Flanchbaum stated that we have received complaints from some residents of Somerset Walk regarding an odor coming from their water, dirty water, and low water pressure. We have reached out to every customer and have scheduled a work order for every residence we received a call, text or email from. We are testing the water and at this time the results are good. There is nothing going on in the area that would cause dirty water and we have no history of any issues in this area. We have also installed a pressure gauge at a fire hydrant to measure the pressure. So far, the pressure is very good.

## X. **Technical Operations Report**

Given by Mr. Bob Farina, Operations Supervisor

### **Operations Dept:**

1. Our Field Representative/Technician Mike Guiffre has successfully passed his T-1 NJ State DEP water treatment license exam. He will now be placed in the Operators rotation.
2. The Authority has taken delivery of their new 2023 F-250 maintenance vehicle which is being prepared to have its decaling and safety equipment installed then will be immediately deployed in the field and assigned to the mechanics dept.

**Technical Operations Dept:**

3. All SCADA and communications equipment is up and running with no issues.

**IT Dept:**

4. Edmunds electronic requisition module upgrade has been completed.
5. D2 Cybersecurity vulnerability scans are completed.
6. Verizon fleet GPS upgrade is in progress.

**GIS/Cyber-Security Dept:**

**GIS:**

7. New procedures regarding mark outs and GIS mapping are now established. Installing updated GIS database software.
8. Currently assisting in creating procedures and policies related to the Edmunds Mobile application.

**Cyber-Security:**

9. WQAA Cybersecurity Program Controls Assessment Submittal is completed.
10. The Annual WQAA Certification submittal is prepared for submittal ahead of the 12/31/2023 deadline.
11. Applying for the Federal 2023 State and Local Cybersecurity Grant.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

The meeting was adjourned at 10:34 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA