



**Board of Commissioners**

*Senator Robert Singer, Chairman*

*Raymond Coles, Vice Chairman*

*Anne Fish, Treasurer*

*Samuel Flancbaum, Assistant Secretary*

*Michael Sernotti, Commissioner*

*Craig Theibault, Alt. Commissioner*

*P. G. Waxman, Commissioner*

**THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting Minutes**

**April 1, 2015**

- I. Senator Singer opened the meeting at 11:08 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 6, 2015 and The Tri Town News on February 11, 2015.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On the roll call the following Commissioners were present: Mr. S. Flancbaum, Mr. Sernotti, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mrs. Nechama Lapa, Secretary, Mr. Robert Farina, Instrumentation Department Supervisor and Mr. Mark Hubal of Hatch Mott MacDonald.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting held on March 3, 2015, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**  
  
Mr. Theibault arrived at 11:10 A.M.
- VI. **Chief Financial Officer Report**
  1. **Financial Results Review for March 31, 2015**  
The Authority's net position for the period ending March 31, 2015 is \$710,000.00 which is \$412,000.00 ahead of the Year To Date Budget through March of \$298,000.00. The Authority has operating revenues of approximately \$3.8 Million as of March 31, 2015,

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which is higher than the budget by \$407,000.00. The Authority continues to receive non-recurring connection fees to date of \$381,000.00. This is the main driver of the favorability to the revenue line. The water and service charges are still slightly behind budget, but the gap is closing due to seasonality of the budget. The Authority Expenses are \$3 Million as of March 31, 2015 which is essentially flat to the Expense Budget. It is actually \$4,000.00 behind the budget, which is a good thing. There are offsetting variances in operating expenses mainly due to the fact that the Authority turned off the Brick Interconnection earlier in the year causing lower than budgeted water purchased of \$27k) higher than budgeted snow removal costs (of \$16,000.00) and the employee sick leave buy back is \$23,000.00, which was not budgeted for. Senator Singer said that the sick leave buy back is a nonrecurring expense. Mr. Rappoccio said that we could have that expense every year but we do not know what the amount is. Senator Singer said that it is a onetime deal for each employee, unless they did not take the full amount. Each employee is allowed a certain amount, there is a cap. On page two of the report handed out, is a report showing the commissioners how the Authority is doing with the revenue and expense lines compared to budget, since we are almost half way through the year. Mr. Rappoccio asked if any of the commissioners have any questions on this summary he can answer them. Mr. Rappoccio wanted to point out two lines **mainly the Connection fees in the revenue section and operating expenses**. This is a good tool because you actually see that it is broken down by office supplies and further down by repair and maintenance for the office, we are ahead of the budget. Mr. Rappoccio turned over the meeting to Mr. Bauer to give an update.

Mr. Bauer had a chance to meet the Audit committee last week. Everything went very well. Some of the highlights covered were the connection fees that are up drastically from the previous year which helped revenue. This pushed the budget really high so the Authority is well within the bond covenants. The new actuarial study for the health benefit plans for the retirees has been included in this Audit report. So we are set on the rates this year. Mr. Bauer wanted to mention that the Authority expended \$4,778,000.00 this year and expenditures \$2,179,000.00 was developer expansion and about \$2,600,000.00 was their own money. Senator Singer said he wanted the commissioners to know that the money is being invested back into the Authority's system. So when you hear that additional money is coming in, it is being put back in so the Authority does not have to bond and the Authority is continually upgrading the system. Mr. Bauer said that the 2008 Issue has finally been closed out by the State. The State is looking to looking to close out the 2009 Supplemental and Meter. At the end of October there was about \$900,000.00 leftover. The Supplemental will be totally paid down with the retainage and that money will all be utilized. The meter program will have a few hundred thousand dollars left that the Authority will not be able to spend. That will have to be negotiated with the State how they will want to take the money back. Either at the back end of the loan or they will just restructure the loan. Mr. Bauer asked if anyone had any questions. Senator Singer said that if there is an option he would rather redo the loan at a lower rate. Mr. Bauer said it is a dollar amount where the state wants to be and It does not cost the Authority anything if they redo the loan. Mr. Bauer said that he knows that there is a lot to look at in the Audit Report, if anyone has any questions feel free to call anytime. Mr. Bauer said he has the resolution and affidavit for the Audit.

Senator Singer apologized publicly to Mrs. Lapa for having being asked not to use her only name, which was a Hebrew name.

Mrs. Lapa read **Resolution # 15-37 Acceptance of 2014 Audit**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted**. Senator Singer thanked Mr. Bauer for another good Audit. Senator Singer appreciates the fact that it was well done. The Authority is in great financial shape. It is good to know it. There are agencies that are having problems and we are not. Banking is being made for retirees and the Authority is doing things the right way so that the Authority does not get into any problems. That is important. The Authority is reinvesting its money back into the system. Senator Singer said he cannot emphasize more how important that is. If the Authority does not reinvest back in the system there can be major problems and that is something the Authority cannot afford. Certain parts of the system are aging. For example the new treatment plant that was built ten years ago, the scrubbers have to be upgraded because of technology. The Authority is ahead of the game with investing into our system. No other Authority is investing like we are.

## 2. **Curtailment Service Provider Agreement**

Mr. Rappoccio has a resolution to request to solicit Bids for the Energy Curtailment Program. This was presented at last month's meeting and we are prepared to post request for bids on our website. This is a Demand Response Program where the Authority would power down both plants, New Hampshire Avenue and Shorrocks Street. A meeting was held with our operations team including Mr. Dan Terry, Mr. Fred Diaz and Mr. Bob Farina to review the operating procedure to be followed if an energy event is called. We are comfortable with moving forward with this program at this time. Senator Singer said he commends Mr. Rappoccio and the Operations Staff on doing this. It is an obligation. The Authority is a utility and should work with other utilities in case there is a major problem. The Authority is a good neighbor. Mrs. Lapa read **Resolution # 15-36 Authorizing Advertisement For Proposals For Demand Response Capacity And Emergency Energy Services**. Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

## VII. **Engineer's Report**

### 1. **Pine Street Construction of Production Wells**

#### Resolution Awarding Professional Services Contract

This contract is being awarded to T&M Associates for \$107,200.00. This includes engineering design and bidding services as well as the construction phase of the project. This does not include the topographic or property survey. There will be a separate proposal for that. Mr. Waxman asked if this is for an additional well. Mr. Morrill said it is for two additional wells on Pine Street. Mr. Waxman asked Mr. Morrill if he recommends it. Mr. Morrill said he does. Mrs. Lapa read **Resolution # 15-38 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

### 2. **1790 Swarthmore Avenue Building Addition**

#### Resolution Awarding Professional Services Contract

This contract is being awarded to Flannery Webb and Hansen Associates for commercial/industrial review and as-built services for the property at 1790 Swarthmore Avenue. Mr. Waxman asked who the owner is. Mr. Flannery said Nardy Hochberg. Mrs. Lapa read **Resolution # 15-39 Awarding Professional Services Contract**

**Without Public Bidding Pursuant To N.J.S.A. 40A:11-5(1)(a)(i).** Motion was made by Mr. Coles, seconded by Mr. Waxman. Senator Singer said that there is a possibility that this project is being financed by a bank that he is associated with. Mr. Smith said that if you do not know for sure then one should abstain. On a **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". Senator Singer abstained. **Adopted.**

### 3. Wells #5 & #8 Relocations and Redrilling

- Resolution Accepting Maintenance Guarantees, Releasing Performance Guarantees & Releasing Retainage

This is contingent upon approval of the attorney and the consulting engineer. Mrs. Lapa read **Resolution # 15-40 Release Of Performance Guarantee And Releasing Retainage Relocation And Redrilling For Wells No. 5 And No. 8.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

### 4. Spruce Street School and Dormitory

- Resolution Accepting Terms of Developer's Agreement

The only item in the agreement that is slightly unusual is that they are building a pump station. The agreement sets their contribution if they should abandon their pump station and connect to a future gravity line of the Authority, they would pay \$12,500.00 for the construction costs of the gravity line. This does not change their connection fees in any way. Mr. Smith said that this is separate and apart from their connection fees. This is their fair share under the master plan for the area. Mr. Waxman asked if there is a time frame regarding their contribution. Mr. Morrill said there is no time frame and they pay only if they connect. Mr. Waxman asked if they connect in ten years and it costs double the amount they still pay the same charge. Senator Singer said that this is just a hookup fee, they are not building anything. Whenever they hookup this is their cost. Mrs. Lapa read **Resolution # 15-41 Authorizing The Execution Of The Developer's Agreement Spruce Street School And Dormitory.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

### 5. Joe Parker Road School #3

- Resolution Granting Conceptual Approval
- Resolution Granting Technical Approval

This is contingent upon Masers letter of March 18, 2015. Mrs. Lapa read **Resolution # 15-42 Grant Of Technical Approval Joe Parker Road School No. 3.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** Mrs. Fish asked which school is this. Mr. Flancbaum said he does not know the name of the school but he is dealing with Abe Auerbach, the general contractor. Mr. Waxman questioned regarding the resolution for Conceptual Approval. Mr. Morrill said that is was a typo and was not supposed to be in this item on the agenda. The resolution for Conceptual Approval is for the next item on the agenda. Mr. Flancbaum said he remembered the name of the school. It is Yeshiva Gedola of Woodlake Village.

### 6. Ridge Avenue School #2

- Resolution Granting Conceptual Approval
- Resolution Granting Technical Approval

The granting of Conceptual Approval is contingent upon the GTS letter of March 26, 2015. The granting of Technical Approval is contingent upon the GTS letter of March 9, 2015. Mrs. Lapa read **Resolution # 15-43 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Conceptual Approval Ridge Avenue School No. 2.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** Mrs. Lapa read **Resolution # 15-44 Grant Of Technical Approval Ridge Avenue School No. 2.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

#### 7. Pine Belt Chrysler

- Resolution Granting Conceptual Approval

The conceptual approval is conditioned upon the letter from GTS dated March 24, 2015. Senator Singer did not participate in this and Mr. Waxman took over. Mrs. Lapa read **Resolution # 15-45 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Conceptual Approval Pine Belt Chrysler.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". Senator Singer abstained. **Adopted.**

#### 8. Locust Grove

- Resolution Granting Final Approval

The final approval is conditioned upon the letter from GTS dated March 25, 2015. Mrs. Lapa read **Resolution # 15-46 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Final Approval Locust Grove Subdivision.** Motion was made by Mr. Waxman, seconded by Mr. Sernotti. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

#### 9. Cellular Antennas—Project Status

On November 10, 2014 a professional services contract was approved for \$8,250.00 and Remington Vernick submitted a revised proposal for the professional services contract in the amount of \$7,750.00. Senator Singer asked if the Authority is selling that. Mr. Flanbaum said that this proposal is for the inspection of the antenna being installed by Verizon, and is being paid for by Verizon. The lease purchase on the Executive Director's agenda.

### VIII. Attorney's Report

**New Jersey Business Systems Litigation** - Mr. Smith said he has a CD with 1100 pages of emails from the contractor. Mr. Smith said he went through them. Mr. Smith is asking that Mr. Flanbaum and the engineers sit down with the expert to go through CD with the emails. Mr. Smith said he can highlight what he considers significant to make it a little faster. Senator Singer asked if they still do not want to talk about settlement. Mr. Smith said that they do not want to talk about anything. But he thinks that they will want to after this. These emails are in house emails amongst and between their employee and member. Mr. Smith found them very relevant and supports what the Authority has been saying. Mr. Smith said he thinks that this is going to be a turning point. Senator Singer expressed wonder how their attorney did not speak to his client and did not know what we have now. Senator Singer is happy that there is an insurance company behind this and the Authority does not have to worry that this will bankrupt the company. This is a win-win for the Authority.

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

### **1. Cell antenna lease easement purchase**

Currently the Verizon lease is \$2,500.00 per month for the antenna on Ridge Avenue Tank. Their lease agreement has a three percent annual increase built in. The Authority had an offer from SBA Site Management to give the Authority a cash payment of \$400,000.00. They would keep all the revenue from Verizon moving forward. They offered that they would split future revenue fifty/fifty. Mr. Flancbaum went back and spoke to them and now they are willing to give the Authority \$425,000.00 as a cash payment. They would keep the Verizon revenue but the Authority would get eighty percent of the revenue and they would get twenty percent moving forward. With the commissioner's permission we have a resolution to set those parameters as the base bid for the auction of real property and put it out to bid. Mrs. Lapa read **Resolution # 15-47 Authorizing the Notice Of Public Auction For Cell Tower Leases On The Ridge Avenue Water Storage Tank**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

### **2. RFP for sewer line preventative maintenance**

There is a Request For Proposals on the Authority's website for sewer line preventative maintenance. The opening will be on April 7<sup>th</sup>, 2015. Mr. Flancbaum said he will conduct a phone poll. This way this work can get done right away. Senator Singer asked at what point do we become big enough to do this work by ourselves. Mr. Flancbaum said he had this discussion with some of the operators. Possibly over the next few years the Authority may want to look into the purchase of a jet-vac truck. Senator Singer said that this is not a cheap purchase. It costs hundreds of thousands dollars. Mr. Flancbaum said that the Authority plans on spending somewhere between \$25,000.00 to \$35,000.00 per year moving forward. Senator Singer said the Authority has to weigh the purchase of the equipment, which is not cheap, and then it has to be operated and maintained. Senator Singer said he wishes the Township could join with the Authority, but he does not want to put the burden there. The Authority would need it at certain times. When we get to the point of needing one, maybe we should look at it. Senator Singer asked Mr. Coles if the Township needs this type of equipment for cleaning out the storm drains and perhaps purchase one jointly with the Authority. Mr. Coles said the Township does have one. Senator Singer said he did not want to burden the Township saying that the Authority needs it done at certain times. The Authority needs flexibility. In the future we might look at a joint venture. The Authority can help pay for the equipment. Mr. Coles might want to speak to Mr. Arcchi regarding this. The Authority would be more than willing to contract or pay the Township to do it. It would be an intergovernmental agreement. The Authority would pay the Township. Mr. Coles said he will see if Public Works has the personnel. Senator Singer said it does not have to be now, but at some time in the future. Mr. Terry asked if the Township has the equipment needed and a cdl driver. Mr. Flancbaum said yes the Township has a jet truck. Senator Singer said he was thinking that if the Authority is paying money every year for this, he would like to give this money to the Township than someone else. At some point Mr. Arcchi should contact Mr. Flancbaum just to discuss.

### **3. Hydrant Flushing**

The hydrant flushing will start after Passover, on Tuesday, April 14<sup>th</sup>, 2015 so as not disrupt our customer's holiday preparations. It will be advertised next week.

**4. Capital project update – There was a visual presentation on the screen with these projects**

Mr. Flancbaum said he would like to give a brief update of the capital projects that will be done over the next few months. Some contracts are already out to bid and some will be put out to bid shortly.

The first project is the Woodlake Sanitary Sewer Replacement Phase II. The plan is to start in about a month. We have a general contractor. The bid price is \$311,000.00. The total engineering cost is \$25,000.00. The total estimated project cost is \$367,000.00. The variable is going to be if anything changes in the field.

The second project is Maintenance of Well Nos. 9, 10, 15 and 16. The projected start date is next week. The bid price is \$106,000.00. The consulting engineer is \$30,560.00. The estimated total cost for this project is \$136,560.00.

The third project is Well house upgrades and repairs for Well Nos. 1, 3 and 19. The bid opening date is May 7, 2015. The engineering contract is worth \$97,000.00. The engineers construction cost estimate is \$1.2 Million. The total estimated project costs are approximately \$1.3 Million.

The fourth project is Replacement of filter media and chlorinator modifications at Shorrock Street Water Treatment Plant. The receipt of bids is projected to be July 24, 2015. This is going to be done in two phases. First the filter media will be replaced with the green sand. At a later date, the chlorinator modifications will be done so that the plant will not be down for too long at one time. The engineers cost estimate for this is \$355,000.00. The total estimated project cost is about \$440,000.00. That will be starting in the Fall.

The fifth project is the Solar panel project. There is a bid opening date of May 19, 2015. The total engineering cost is \$35,500.00. The construction costs will be borne by solar developers.

The sum total of all these projects that the Authority will be doing and completing over the next six months is approximately \$2.3 Million. As the Chairman said earlier, you can see that the Authority is taking the money and reinvesting it back into the system.

**5. Labor Counsel**

There is a resolution to appoint Labor Counsel to IM Goldman Legal Group of Red Bank, New Jersey. Mr. Waxman asked if Mr. Flancbaum recommends this award. Mr. Flancbaum answered in the affirmative. Mrs. Lapa read **Resolution # 15-48 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-5(1)(a)(i)**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

**X. Instrumentation/IT Department Report**

**1. Fire and Security Systems Status**

We have secured a new contractor, Reliable Safety Systems out of Howell, NJ to take over the monitoring and maintenance of our entire fire and security systems. After some

extensive searching we have found this company offers us the best available support and pricing. They have also performed past wireless security installations at our Woodlake Lift Station, Well No. 4 and Airport Road Tank locations with good success. They will begin to gradually switch over the system to the new monitoring service next week. The new monitoring service will also give us the ability to execute many system functions with a smart phone and/or a tablet device. Reliable Safety Systems also has a service location in The Lakewood Industrial Complex at Oak Street and Airport Road from which their service personnel is dispatched. They have a bigger team and can service our needs better. They have ten technicians as opposed to the single person we had with our previous company. Senator Singer said that we need to have backup.

**2. Radio/Antenna Update**

We are now waiting for direction from Let's Think Wireless' engineer with regards to mounting hardware on the New Hampshire and Beacon Hill Tanks. Once that is resolved, the new radio/antenna installation can proceed forward. My understanding from both the vendor and the contractor is that the equipment is received and is being programmed at LTW's facilities as we speak. Last week we accomplished the tower line of site survey to determine whether or not we can reduce or eliminate the antenna pole at the Leisure Village East Sewer Lift Station. The findings did not reveal that, so the Authority will have to continue to shoot the signal to the Beacon Hill tank. But what that survey also did tell us is that the Authority can stay at one hundred feet with the new proposed tower at Shorrocks Street site. If we choose, it can be lowered to eighty feet. When we get to that junction, we will decide whether or not at that price it pays to lower it or to keep it at one hundred feet. The thought is that maybe in the future the Authority can offer that tower to cell carriers. That survey was well worth it, it gave the Authority a lot of information that was needed to build the said towers.

**3. SCADA RTU Well House Panels**

In an effort to expedite the GE conversion work at the well sites prior to the start of the high demand season, the Authority's Systems Integrator, Mr. Bassyouni built Well No. 19, Well No.15 and Beacon Hill's SCADA RTU panels in house. He also loaded the programs in them and prepared them for installation at those sites. Mr. Farina is proud to say Mr. Bassyouni has been able to construct each RTU in about three days with the quality equal to or greater than any commercial panel shop could provide to us. After taking into account the man hours and the purchasing of the materials ourselves we can safely say that this project's cost to the Authority has been at a minimum one eighth of what a commercial panel shop and about a one third of the cost that we are currently paying our one panel man in North Jersey.

**4. Well No. 19 Status**

The Operations Department has asked if we can get Well No. 19 functional and be able to produce water for this season as the intended rehabilitation of the building will not be able to be completed by then and will be held off until the next off season. Mr. Farina has contracted an electrician to supply the materials and install the electrical work. We will get the instrumentation commissioned and running ourselves. As mentioned earlier, we have the SCADA RTU panel built, tested and ready to be installed by us as well. Foreseeing no problems, we will be able to accomplish this well ahead of the demand season.



**5. IT Status Report**

On the IT side with regards to our IP addresses, we are currently reviewing the three options of networking that are available to us.

The Authority's website alert system is ninety seven percent complete as we are continuing to work with Duvy's developers.

Work has been completed on the Shorrock Street Network Infrastructure. The work completed included setting up monthly updates and daily, weekly and monthly reports.

There are still two IT service agreements that are pending, one is for the copiers and printers and the second is for the telephone system.

GIS implementation is still ongoing. IT development is beginning and licensing agreements are in review. A cost analysis is going to be performed in regards to where data storage will reside.

Our CMMS system is about ninety five percent complete. We had a slight problem with them. They replaced one of our managers. That is being resolved at this time.

Four vendor proposals for HR and Payroll Management Systems have been reviewed and a decision should be made this month.

**XI. Commissioners' Report**

Senator Singer told Mr. Flancbaum that he should set up a planning meeting with department heads to discuss the estimated employment needs for the next year and following years. It does not need to be done right away but within the next few months. There are some changes already in mind for Accounting. The Field Department and IT Departments should project their growth into the future. Ms. Gaynor should look into the area of the customer service. Senator Singer explained to the commissioners that the layout that we have in the front office area is very difficult to manage for a lot of reasons. The accounting department is in the front and their work is very intense and is disrupted by what is going on there. The customer service department is working with more and more customers coming on base and customers calling in and dealing with them. The front area has to be reconfigured as it does not really work very well. We might have to start separating. We need to look where we are going with billing. This leads into the expansion factor, how to redevelop the area to work best for our growth.

**XII. MEETING OPEN TO THE PUBLIC**

There was no response from the public.

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. MOTION TO APPROVE THE OPERATING VOUCHERS**

Mrs. Lapa said that there were additional bills added to the Operating Vouchers and the Construction List was also increased. The Construction List was increased by \$12,976.25 bringing the amended Construction List total to \$144,233.15. Mr. Waxman asked if there are any additions to the Operating Vouchers List, the actual additions and their total should be given to the commissioners prior to the meeting. Mr. Flancbaum

said that in discussion with Mr. Rappoccio yesterday, it was discussed that the Operating Vouchers should be in the CFO report. Mr. Flancbaum wanted to know if that was okay with the commissioners. They were okay with it. A **motion** was made by Mr. Coles and seconded by Mr. Sernotti to approve the Operating Vouchers in the amended amount of \$547,365.01. On a **voice vote**, all members present voted, "**Aye**". **Motion passed.**

Senator Singer wished everyone a Happy Holiday!

**XV. ADJOURNMENT**

**A motion** was made by Mr. Waxman, seconded by Mr. Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 11:50 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA