



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

November 4, 2020

- I. Senator Singer opened the meeting at 11:00 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 7, 2020 and The Tri Town News on February 12, 2020 again in the Asbury Park Press on October 21, 2020 and The Tri-Town News on October 28, 2020.
- III. **Salute to the Flag**

Senator Singer asked for a moment of silence in memory of PG Waxman, a dear friend and a good member of the Authority.
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Committeeman Lichtenstein, Mr. S. Flanbaum was present but his phone was muted, Mayor Coles, Mrs. Fish and Senator Singer. Committeeman Lichtenstein was seated as an alternate. 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 and Mr. Robert Farina, Director of Operations.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on October 14, 2020, was made by Mayor Coles and seconded by Committeeman Lichtenstein. On **roll call**, all members present voted "**Yes**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending October 31, 2020**
October 31, 2020 is the end of the Authority's fiscal year. The Authorities net position for the period ending October 31, 2020 is approximately \$4.6 Million. This is approximately \$992,000.00 ahead of the budget. The Authority's operating revenue is approximately \$12.6 Million. This is approximately \$996,000.00 ahead of the budget. This continues to be driven by the non-recurring connection fees in the amount of approximately

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\$400,000.00 and water and sewer service charges of approximately \$718,000.00. The Authority's Operating Expenses came in very well for the year at approximately \$8 Million. This is in comparison to the budget of \$8 Million and actually just under \$5,000.00 ahead of budget. The expenses were kept in check this year. This is very good.

2. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$1,238,410.62. A **motion** to approve operating vouchers in the amount of \$1,238,410.62 was made by Mayor Coles, seconded by Committeeman Lichtenstein. On **roll call**, all members present voted, "**Yes**" with **noted abstentions. Motion Carried.**

3. Authority Budget Resolution

A resolution is needed to send the Budget to the State for review. A meeting was held last week with the Finance Committee to review the Budget. The Operating Budget is fairly similar to the prior year. The Capital Budget has some projects in there that are slated for the following year. One item on the Operating Budget is the last phase of the water and sewer rate increase. The rate increase was being phased in over a three-year period. There is a one percent increase for water, averaging \$.49 to \$1.25 increase per quarter to the rate payer. On the sewer side there will be a six percent raise. This will cover bonding on the gravity sewer lines that were installed this year at Vassar Avenue and East County Line Road and also an increase in the sewer. This six percent increase would increase the rates for \$5.35 a quarter which equates to \$21.40 a year. Mr. J. Flancbaum read **Resolution No. 20-103 Approving 2020-2021 Authority Budget.** Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

VII. Engineer's Report

1. Oak Street Sudler Buildings 33 and 34 (Sudler Lakewood Land, LLC – Steven Spinweber)

- Resolution Approving Terms of Developer's Agreement Building 33
- Resolution Approving Terms of Developer's Agreement Building 34

On October 20, 2020, the terms of the Developer's Agreements were finalized between the Authority and the Applicant. The following are the items for the Developer's Agreement for the project. The Developer is permitted to install sanitary sewer lines for Block 1160 Lot 251 on Block 1160 Lot 240 conditioned on the Developer providing an easement from Lot 240 to Lot 251. Connection Fees must be paid prior to installation of the meter. At this time, the Authority may accept the terms of the Developer's Agreement for building no. 33. At this time, the Authority may accept the terms of the Developer's Agreement for building no. 34 as described above. Mr. J. Flancbaum read **Resolution No. 20-104 Authorizing The Execution Of The Developer's Agreement Oak Street Sudler Buildings 33.** Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.** Mr. J. Flancbaum read **Resolution No. 20-105 Authorizing The Execution Of The Developer's Agreement Oak Street Sudler Buildings 34.** Motion was made by Committeeman Lichtenstein, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Adopted.**

2. Locust Street & Route 70 74 Unit Ramada (124 Locust Developers, LLC – Jack Klugman)

- Resolution Approving Terms of Developer's Agreement

The following items are in the Developer's Agreement for the project. The Developer agrees to install 200 linear feet of water main along Route 70 in order for future services

to the west of the project can be provided. The Developer shall get a credit against connection fees for the actual certified cost of construction to install the 200 linear feet of water main. The Developer shall design and install a booster pump system including pressure reducing valves in order to provide fire pressures to the development. The system will be owned, operated and maintained by the Homeowner's Association for the Development. The Developer will pay their fair share contribution for the sewer main on Route 70 constructed by two other developers. The fair share contribution to one of the developer's may be waived if the owner of the development waives the right to be reimbursed. The Connection Fees for five units must be paid prior to installation of the first meter. At this time, the Authority may accept the terms of the Developer's Agreement. Mr. J. Flancbaum read **Resolution No. 20-106 Authorizing The Execution Of The Developer's Agreement Locust Street And Route 70 74 Unit Ramada**. Motion was made by Committeeman Lichtenstein, seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Adopted**.

3. 150 Airport Road 4th Building (Parkway View, LLC – Mark Tress & Chaim Abadi)

Resolution Approving Terms of Developer's Agreement

The following items are in the Developer's Agreement for the project. The Developer agrees to replace the three meters for the three existing buildings with one meter in a vault at the property line. The Authority agrees to only require As-Built drawings of the existing water lines for the three existing buildings from the main up to the new meter vault. Connection Fees must be paid prior to installation of the meter for the new building. At this time, the Authority may accept the terms of the Developer's Agreement as described above. Mr. J. Flancbaum read **Resolution No. 20-107 Authorizing The Execution Of The Developer's Agreement 150 Airport Road Fourth Building**. Committeeman Lichtenstein said he will not be voting on this item. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mayor Coles and Senator Singer voted "**Yes**". Committeeman Lichtenstein abstained. **Adopted**.

4. Flea Market Residential and Commercial Development (Flea Market Developers, LLC – Jack Klugman)

Resolution Granting Final Approval

T&M Associates issued technical review no. 5 and final review no. 2. At this time, the Authority may grant final approval conditioned on the T&M Associates letter dated October 26, 2020. Mr. J. Flancbaum read **Resolution No. 20-108 Grant Of Final Approval Flea Market Residential and Commercial Development**. Motion was made by Committeeman Lichtenstein, seconded by Mayor Coles. On **roll call**, all members present voted "**Yes**". **Adopted**.

5. New Hampshire and Route 70 74 Unit Development (New Hampshire 54, LLC – Yehuda Dachs)

Resolution Granting Final Approval

On October 30, 2020 GTS Consultants issued final review no. 1. At this time, the Authority may grant final approval conditioned on the GTS Consultants letter dated October 30, 2020. Mr. J. Flancbaum read **Resolution No. 20-109 Grant Of Final Approval New Hampshire and Route 70 74 Unit Development**. Motion was made by Mayor Coles, seconded by Committeeman Lichtenstein. On **roll call**, all members present voted "**Yes**". **Adopted**.

6. Pine Street Vassar Avenue Gravity Sewer Line

- Resolution Awarding Change Order No. 5

On October 21, 2020, the Authority received a change order request for removal and replacement of 170 linear feet of concrete curb in the lump sum amount of \$8,075.00. At this time, the Authority may approve Change Order No. 5 for P&A Construction in the amount of \$8,075.00. Mr. J. Flanbaum read **Resolution No. 20-110 Authorizing Change Order No. 5 Vassar Avenue Sewer Main Project**. Motion was made by Mayor Coles, seconded by Committeeman Lichtenstein. On **roll call**, all members present voted **“Yes”**. **Adopted**.

7. Bids for Chemicals and Cold Water Meters for Calendar Years 2021-2022

- Motion Authorizing Issuance of Notice to Bidders

At this time, the Authority may authorize the issuance of the notice to bidders for the purchase of chemicals and cold water meters for the calendar years 2021 and 2022. A **motion** to authorize the issuance of the notice to bidders was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted, **“Yes”**. **Motion Carried**.

VIII. Attorney's Report

Mr. Pfeffer stated that the Governor issued Executive Order 190 which basically indicated that utility companies cannot shut off utilities and cannot charge interest or late fees as of October 15, 2020. They delineated all the utility services including water, but they did not specifically state sewer. It is his recommendation that the Authority, if the Commissioners agree, make a motion not to charge late fees or interest on the sewer as well as the water. He does not believe that a motion is needed to accept the Governor's orders for the water. A motion should be made not to charge late fees and penalties or shut off sewer service. A **motion** to not charge late fees and penalties or shut off sewer service was made by Mayor Coles, seconded by Committeeman Lichtenstein. On **roll call**, all members present voted, **“Yes”**. **Motion Carried**.

IX. Executive Director's Report

1. Resolution awarding contract for snow plowing services for 2020-2021 season

A proposal was received from Snow Services Plus Corporation which is the same company we have used since 2013. The price proposed is the same as last year. \$4,180.00 per month which includes three snow or ice events with a threshold of 15 inches of snow removal per month. The contract would run from December 1st through March 31st for a total of \$16,720.00. Mr. J. Flanbaum read **Resolution No. 20-111 Awarding Contract For Snow Plowing Services For Winter Season 2020-2021**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, Mrs. Fish, Mayor Coles and Senator Singer voted **“Yes”**. Committeeman Lichtenstein abstained. **Adopted**.

2. Resolution awarding contract to Edmunds GovTech for computer software & hardware maintenance 2021

This is our annual hardware and software maintenance agreement which covers our billing and accounting systems. Total price for 2021 is \$11,445.00 which is the same as last year. Mr. J. Flanbaum read **Resolution No. 20-112 Awarding Contract To Edmunds And Associates Inc. For Computer Software And Hardware Support And Maintenance 2021**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted**.

3. **Motion authorizing competitive contracting for 2021 Laboratory Testing Services**
A **motion** to authorize competitive contracting for 2021 Laboratory Testing Services was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Motion Carried.**

Mr. Bauer said that for the record it should be noted that Mr. S. Flancbaum and Mr. Theibault did not vote on the Budget resolution and should be recorded as absent.

X. Technical Operations Report

Field Operations Report:

1. Well No. 15 status

The Well No.15 conversion to a vertical turbine type pumping well from a submersible pump is in progress. A delay in the concrete pouring occurred last Thursday and Friday due to weather. Barring any further weather issues, we can expect a completion of the project by the end of this week or middle of the next week. It was checked on this morning and it is moving forward.

2. Facility routine maintenance

We will be having two of our water storage tanks, all filter vessels and the old section of the Administration Building’s exteriors power washed early this month.

Technical Operations:

3. Scada systems

All SCADA and communications systems are working well.

4. New NJAW interconnect

Components have been ordered and coordination has been set with our SCADA contractor regarding providing process monitoring access for our new Chestnut Street water interconnect with New Jersey American Water.

IT Department:

5. Office Software upgrades

Windows 10 security patches and upgrades are completed, and so has the Office 365 deployment been completed.

GIS Department:

6. Controller – valve track

The GIS controller for the valve truck was successfully repaired, re-configured and re-deployed back on the truck.

7. 2020 GIS Conference

Mr. McClain has attended the virtual 2020 Esri GIS Conference.

8. Hydrant inspection

2020 Hydrant inspection completion was confirmed.

9. GIS/IT intern

The intern has returned for GIS data entry.

10. WQAA and DMP plan status's

The GIS Department has assisted in the preparation of the Water Quality Accountability Act, Water Conservation and Drought Management Plan submittal.

XI. Commissioners' Report

Senator Singer said he would like the conference room to be renamed as The PG Waxman Conference Room. It would be done by a plaque/sign. It should be done formally after Covid 19 is over and we would invite everybody in. But he would like plaque to be done in the near future, if the Commissioners approve it. Senator Singer asked if any of the Commissioners had any comments. Mrs. Fish said it is a great idea. Senator Singer asked for a motion. A **motion** to rename the conference room to The PG Waxman Conference Room was made by Mrs. Fish and seconded by Mayor Coles. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, all members present voted "**Yes**". **Motion Carried.**

XII. MEETING OPEN TO THE PUBLIC

Mr. S. Flanbaum said that he was on the meeting a whole time, but it seems like the other attendees were not able to hear him. He asked if he can be heard now. Senator Singer said yes. Senator Singer said he needs Mr. S. Flanbaum to affirm his vote on two items. One is the Budget resolution. Mr. S. Flanbaum said yes, he affirms he votes yes on the Budget resolution. Senator Singer asked if he could affirm his vote on the motion to rename the conference room The PG Waxman Conference Room. Mr. S. Flanbaum said yes, he affirms. Senator Singer said that there were five Commissioners voting. For the record, Mr. S. Flanbaum was also seated as an alternate, as was Committeeman Lichtenstein earlier. Senator Singer asked Mr. Bauer if everything that was needed to be done for the Budget resolution was satisfied. Mr. Bauer said yes it does. Senator Singer asked Mr. Pfeffer if he is satisfied as well. Mr. Pfeffer said yes.

XIII. ADJOURNMENT

A **motion** was made by Mrs. Fish, seconded by Mayor Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA