



**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 3, 2024**

- I.** Senator Singer opened the meeting at 10:00 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 9, 2024 and the Lakewood Shopper on February 9, 2024.
  
- 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. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Mr. Bob Farina, Director of Operations and Mr. Harry Robbins, Operations Manager.
  
- V. Minutes**

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## **LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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**Motion** to approve the minutes of the Regular Monthly Meeting held on November 6, 2024, was made by Mayor Coles and seconded by Mr. Theibault. All seated members voted **“Yes.” Motion carried.**

## **VI. Chief Financial Officer Report**

Given by Mr. J. Flancbaum, Executive Director

### **1. Resolution Approving the 2024-2025 Budget**

We approve the budget and then send it to the DCA for their approval. Once they send it back to us we formalize it. We did have a budget committee meeting on November 21<sup>st</sup> at the Senators Office with Mr. Theibault, Mr. Sondak, Mr. Bauer and Mr. J. Flancbaum. Some of our anticipated expenses for next years budget include \$14.9 Million for total expenses-up about 5% from this year mostly due to additional expensesfor next year for our GAC facilities. A 2% increase in the OCUA that we factored in for. Revenue is up from 14.4 to 15.9 million mainly due to our growth rate and the change in rates and some additional connection fees we are anticipating for next year. Included in the budget is two field representatives if needed. On the Capital side we have about \$22 million being spent for 2025. \$16.5 million will be funded through the IBank and about \$6,000,000 from our unrestricted funds. We are covering our debt service in accordance with our bond covenants.

**Resolution 24-98** Approving the 2024-2025 Budget (all vote)

**Motion** made by Mayor Coles and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **“Yes.” Motion carried.**

### **2. Motion to Approve the Operating List**

The Operating Expense List in your Board Packets is \$4,920,094.97. While there are no unexpected items to discuss, the list does include \$4,105,221.97 of Construction Costs of which \$3,415,300 is for the GAC buildings, \$376,588.67 is for the Pine Street Wells, \$148,765 is for Well #7 repair and

\$52,255.00 for Well #17 repair. I recommend that the board approve the Operating Expense List of \$4,920,094.97, with noted abstentions.

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

## VII. **Engineer’s Report**

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, CEng MIEI Director of Engineering

1. Hatzolah Cedar Bridge Avenue (Owner/Developer: Hatzolah Emergency Medical Services, Inc – Shimon Zeldes and Elimelech Esterzohn & GC: Neka Solutions – Nechama Morgan)

At this time the Authority may accept the terms of the Developer’s Agreement for the Hatzolah Cedar Bridge Avenue Development. There are no site specific terms for this agreement.

**Resolution No. 24-99** Authorizing the Execution of a Developers Agreement for Hatzolah Cedar Bridge Avenue

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

2. Golders Green Road Subdivision (Owner/Developer: Sweet Salem, LLC – Mordechai Eichorn)

November 11, 2024 the Authority received an email from the Applicant requesting release of the performance guarantees for the Golders Green Road Subdivision project.

November 26, 2024 the Authority issued a letter detailing the requirements for the performance guarantees for the Golders Green Road Subdivision project to be released.

At this time the Authority may release the performance guarantees for the Golders Green Road Subdivision project conditioned on the Authority's letter dated November 26, 2024.

- **Resolution No. 24-100** Resolution Releasing Performance Guarantees Golders Green Road Subdivision

Motion was made by Mayor Coles and seconded by Mr. S. Flancbaum. On roll call, all seated members voted "Yes". Motion carried.

### **3. RFQs for Engineering Services for Calendar Year 2025**

November 19, 2024 the Authority issued a letter reviewing the 19 submitted qualifications forwarding the qualifications to the Authority Attorney for his review.

At this time the Authority may accept the qualifications of all companies conditioned on the Authority Director of Engineering and the Authority Attorney reviews of the qualifications.

- **Resolution No. 24-101** Accepting Qualifications Engineering Services 2025

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

### **4. As-Built Drawings for Residential Applications 2025**

November 7, 2024 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 \$1,294.00 including inspection work or \$862.00 excluding the inspection work.

- **Resolution No. 24-102** Awarding Professional Services Contract for As-Built Drawings Residential Applications 2025

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

5. Regulatory Compliance Assistance 2025

October 31, 2024 the Authority received a proposal for Regulatory Compliance Assistance from Remington Vernick for 2024. Their proposed estimated budget is \$37,800

**Resolution No. 24-103** Awarding Professional Services Contract for Regulatory Compliance Assistance 2025

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

6. Bureau of Water Systems Engineering Water Master Permit Update 2025

October 31, 2024 the Authority received a proposed from Remington Vernick for updating the Authority’s water master permit in the lump sum amount of \$6,200.00.

At this time the Authority may award a Professional Services Contract to Remington Vernick in the lump sum amount of \$6,200.00 for updating the Authority’s Water Master Permit.

**Resolution No. 24-104** Awarding Professional Services Contract for Bureau of Water Systems Engineering Water Master Permit Update 2025

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

## 7. Hydraulic Modeling 2025

October 31, 2024 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 = \$3,600
- 101-175 units = \$4,200
- 176-250 units = \$4,800
- 251-300 units = \$5,400

At this time the Authority may award a Professional Services Contract for hydraulic modeling in the calendar year 2025 to Remington Vernick at the rates listed in their proposal dated October 31, 2024

**Resolution No. 24-105** Awarding Professional Services Contract for Hydraulic Modeling 2025

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

## 8. Connection Fees 2026

October 31, 2024 the Authority received a proposal from Remington Vernick to prepare recommendations for the Authority’s water and sewer connection fees for 2026 in the lump sum amount of \$5,200.00.

At this time the Authority may award a professional services contract to Remington Vernick to prepare recommendations for the Authority’s connection fees for 2026 in the lump sum amount of \$5,200.00.

**Resolution No. 24-106** Awarding Professional Services Contract Connection Fees 2026

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

9. Bids for Chemicals and Cold Water Meters for Calendar Years 2025-2026

A total of one (1) bid was received for the purchase of Cold Water Meters. The lowest responsive and responsible bidder for Cold Water Meters is Core & Main LP (\$405,100.00 for 1 year or \$614,160.00 for 2 years).

At this time the Authority may award a 1 year contract to Core & Main LP for the purchase of cold water meters at the unit prices listed in their bid.

Senator Singer asked why would we not do a 2 year contract. Mr. J. Flancbaum explained that we bid out a minimum number of meters and we get a lump sum price for that amount of meters, We will not really be going to purchase \$405,000 worth of meters. The one year is cheaper than the two year per unit. Mr. Ponsi added in that we have to set up a bid in a way that if there was another meter provided that was going to provide meters to us to bid on, you need to have a way to say if their 5/8” meters were cheaper than one other persons 5/8” meters, and one persons 1” is more expensive, who is actually less expensive.

Resolution No. 24-107 Awarding Contract for Cold Water Meters

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

10. Rutgers Boulevard to Chambers Bridge Road Water Main Loop

October 23, 2024 Colliers submitted a proposal for Change Order #1 for engineering services outside the initial scope of work associated with additional geotechnical and surveying work for the water main extension in the cost not to exceed amount of \$24,050.00

At this time the Authority may award Change Order #1 to Colliers Engineering for engineering services outside the initial scope of work associated with additional geotechnical and surveying work for the water main extension in the cost not to exceed amount of \$24,050.00.

**Resolution No. 24-108** Awarding Change Order No. 1 for Rutgers Blvd. to Chambers Bridge Road Water Main Loop

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

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

Business as usual. We will have one item at the end for Executive Session.

**IX. Executive Director’s Report**

Given by Mr. J. Flancbaum, Executive Director

**1. Resolution Awarding Contract for Cleaning Services 2025**

**Resolution No. 24-109** Awarding Contract for Cleaning Services 2025

We had a proposal opening on November 26<sup>th</sup>. We received five proposals ranging from \$2,288 to \$4800 per month. The lowest proposer did not submit the required forms. Although they could probably do it now, we would like to stay with our current company. We have had major issues with the cleaning companies that can’t follow instructions, especially security protocols. We do not recommend trying a new company. The current company proposed \$3,121.00 monthly. Even though the second lowest price is about \$330 less, our current company has been following our procedures for the last five years. We have had no issues with them and we are happy with the quality of service, but more importantly they follow exactly what we need them to follow in terms of security protocol. The current company is Quality Facility Solutions and we recommend awarding them the contract for 2025.

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

**2. NJDEP Compliance Inspection-Well 2**

We had a DEP Inspection for Well 2 on October 9<sup>th</sup>. The inspector reviewed our reports and our record keeping as well as observed our general operations and maintenance procedures. Everything was found to be in full compliance with state laws and regulations. Special thanks to Mr. Robbins and Mr. Farina and the entire operations team for always being conscious about the way we



operate our facilities and keeping us in full compliance. I have already received the full report from the inspector.

### 3. **Environmental Joint Insurance Fund Audit**

On October 1<sup>st</sup> we had an audit from the Environmental Joint Insurance Fund. They did have a few recommendations in the report, which are now being reviewed and will be implemented in the near future. The items have to do with some training and also finding a permanent secondary containment for some of our electrical transformers. There was some rusted area on top of our above ground diesel tank that we are going to take care of. Senator Singer asked Mr. J. Flancbaum to keep to Board posted on the rust.

## X. **Technical Operations Report**

Given by Mr. Bob Farina

### **Operations Dept:**

1. Well # 7 & 17 repairs and modifications are now completed. The well driller has now moved on to the new Pine Street wells to complete the work there. Once those wells are complete, we will have them look at our well #3 so that a determination can be made as to the cause of the increased vibrations.
2. Our two large GAC treatment plants are progressing very well with all the vessels being installed at both the Shorrocks St. and New Hampshire Ave sites. The building is nearing completion at Shorrocks St., and they are piping in the vessels at New Hampshire Ave.

### **Technical Operations Dept:**

3. All SCADA and Communications equipment are up and running fine.
4. Our outside SCADA contractor is now in the process of programming RTU's for the new Pine Street wells and have started to work on the SCADA service for the two new large GAC treatment facilities.

### **IT Dept:**

5. The video camera installation project is moving forward as we have completed designing the surveillance strategy for the Shorrocks St. facility and have received the quote for said work which is currently under my review.
6. The fiber optic installation for the Pine Street wells will begin on Monday December 2<sup>nd</sup>. This will facilitate communication of the two new wells to the New Hampshire Ave SCADA control center.
7. Our entire network infrastructure upgrade has begun and will require several phases due to its work scope size and to have minimal disruptions to the IT systems. So far, the existing infrastructure has been reviewed by the IT contractor and they are preparing an implementation plan.
8. We are reconvening with our SCADA contractor PSI to complete the SCADA disaster recovery project. It is expected to be fully completed by the first quarter of 2025.

**GIS/Cyber-Security Dept:**

**GIS:**

9. Database migration is complete.
10. The hydraulic Modeling data has been prepared so that we can begin to address the reoccurring water quality issues.
11. We are advertising for a new GIS Technician to replace Jarod. Currently we have an employee in operations interested in the position which we are in the process of interviewing.

**Cyber-Security:**

12. There is nothing new to report as employees continue to do a good job screening out potential online threats on their desktops to our organization and are current and compliant with their training.

**XI. Commissioners Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. Closed Session**

**Resolution No. 24-110** Closed Session

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

**XV. ADJOURNMENT**

**Motion** was made by Mayor Coles and seconded by Mr. S. Flancbaum. The meeting was adjourned at 11:15 AM.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA