



**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**

**October 1, 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: 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. 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 September 4, 2024, was made by Mr. Theibault and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted **“Yes.”**  
**Motion carried.**

Mrs. Fish arrived at 10:04

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

Given by Mr. Donald Sondak, CFO/Human Resources Director

### 1. **Resolution Approving Water & Sewer Budget Extension**

Consistent with prior years and our planning process, today we have a resolution to extend our budget submission deadline to the State of New Jersey.

- **Resolution No. 24-81** Approving the Water/Sewer Budget Extension

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

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

The Operating Expense List in your Board Packets is \$2,274,483.92. While there are no unexpected items to discuss, the list does include \$1,515,642.16 of Construction Costs of which \$1,027,040.00 is for the GAC buildings, \$133,950.25 is for the Pine Street Wells and \$142,606.66 is for Well #22. I recommend that the board approve the Operating Expense List of \$2,274,483.92, with noted abstentions.

**Motion** made by Mr. Theibault 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. and Mr. Colin Farrell, CEng MIEI Director of Engineering

### 1. Culinary Depot 500 Oberlin Avenue

*Owner/Developer: 500 Oberlin NJ, LLC-Moshe Lichter*

At this time the Authority may authorize the Executive Director to endorse applications for the Culinary Depot project. OCUA approval is required due to the proposed development generating over 2,000 gpd of sanitary sewer flow.

- **Resolution No. 24-82** Authorizing the Executive Director to Endorse Applications for Culinary Depot 500 Oberlin Avenue

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

### 2. Chestnut Street and Holden Square 10 Lot Subdivision

*Owner/Developer: SGS Development Project, LLC – Franklin Shapiro & Yehudis Berger*

At this time the Authority may accept the terms of the Developer's Agreement for the Chestnut Street and Holden Square 10 Lot Subdivision Development. There are no site specific terms for this agreement.

- **Resolution No. 24-83** Authorizing the Execution of a Developer's Agreement Chestnut Street and Holden Square 10 Lot Subdivision

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

### 3. Golders Green Road Subdivision

*Owner/Developer: Sweet Salem, LLC – Mordechai Eichorn*

June 29, 2020 a meeting was held via Microsoft Teams to discuss terms for the Developer's Agreement for the project and the agreement was drafted.

July 7, 2020 the Authority accepted the terms of the Developer's Agreements.

September 2024, the Applicant requested an amendment to the Developer's Agreement that was approved on July 7, 2000. The following are the amended terms for the Developer's Agreement for the project:

- Removal of the condition that requires the basement of Block 1159.04 Lot 17 to be deed restricted to a House of Worship Use.

At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule B Amendment #1 for the Golders Green Road Subdivision.

- **Resolution No. 24-84 Authorizing the Execution of an Amended Developer's Agreement for Golders Green Road Subdivision**

Committeeman Lichtenstein asked if the property owners who are supposed to be notified of special conditions for this project, were notified. Mr. Pfeffer responded by saying that not only is it in the developer's agreement, but it comes up in a title search as well. We recorded a memo of understanding with specific items that they are acknowledging because it's the owners and the association who have to deal with it. That part is not getting changed at all. We also received a copy of the draft contract and it's in there too. The owners are going to get the information multiple times.

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

#### 4. **RFQ's for Engineering Services 2025**

Updated documents will be sent to perspective engineering firms that were approved last year. Documents will be posted on the Authority website and in newspapers in accordance with the requirements of the Pay to Play regulations so the documents received will be considered as fair and open.

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

## 5. Well 7 Emergency Repairs 2024

September 26, 2024 the Authority Engineer issued a memo indicating the well failure and the necessity of the repair for the health and safety of the public. At this time the Authority may issue a resolution declaring an emergency as recommended by the Authority Engineer as indicated in the memo dated September 26, 2024 for Well #7.

- **Resolution No. 24-85** Declaring an Emergency at Well 7

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

- **Resolution No. 24-86** Awarding a Contract for Repairs at Well 7

At this time the Authority may award a contract under emergency conditions to William Stothoff Company for the removal and replacement of the failed VFD, repair of the broken shaft, inspection of equipment, and all equipment repairs due to the broken shaft at Well #7 in the lump sum cost of \$230,079.93 as indicated in the proposals dated September 23, 2024, September 25, 2024 and September 26, 2024.

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

## 6. Well 17 Emergency Repairs

- August 4, 2024 a lightning strike occurred at Well 17 which caused the pump and motor to fail. the Authority received a proposal for the removal and replacement of the VFD at Well #17 in the lump sum amount of \$58,758.00.

At this time the Authority may award contract under emergency conditions to William Stothoff Company for the removal and replacement of the VFD at Well #17 in the lump sum amount of \$58,758.00.

- **Resolution No. 24-87** Awarding Contract for the Repairs at Well 17

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

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

Business as usual

**IX. Executive Director's Report**

Given by Mr. J. Flancbaum, Executive Director

**1. Resolution Awarding a Contract to Henry J. Mancini & Associates, Inc. for appraisal services**

We received a proposal from Henry J. Mancini and Associates for appraisal services to prepare appraisals needed for easement acquisitions in relation to the Rutgers Blvd. water main loop. There are five properties where easements are required including two properties owned by Lakewood Township and Ocean County respectively.

We received the price for two different scenarios. The first would be \$13,500 for appraisals on the three privately owned properties and the second includes all five appraisals for a total of \$22,500. We would like to approve the \$22,500 but hopefully we will only need to spend the \$13,500 and not have to go through with all of them.

- **Resolution No. 24-88** Awarding Contract for Appraisal Services

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

2. **Resolution Renewing Membership in the North Jersey Wastewater Cooperative**

Mr. J. Flancbaum reported we had a three year membership that ends on November 24<sup>th</sup> and we would like to renew for the maximum term allowed. Senator Singer asked, what do we get out of it? And how much does it cost? Mr. J. Flancbaum explained it gives us greater flexibility in vendor contractor selection. It’s basically like a state contract. You can choose contractors, vendors if you need to get work done and you go under their contract. It’s free to join.

- **Resolution No. 24-89** Renewing Membership in the North Jersey Wastewater Cooperative

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

3. **Resolution Authorizing an Interlocal Participation Agreement with the National Purchasing Cooperative**

This resolution is similar to the last one. There is something called the National Purchasing Cooperative which we would like to also join. Some of our vendors and contractors have contracts with this cooperative. We can work under them to go through the whole purchasing and bidding process.

- **Resolution No. 24-90** Authorizing Membership with the National Purchasing Cooperative

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

4. **Tax Sale Update**

Tax Sale opened on July 3<sup>rd</sup> with 695 delinquent accounts and a total outstanding balance of just about \$428,000. Prior to the sale itself, we collected approximately \$345,000, 80% of the total balance. We had 112 accounts that actually went to Tax Sale for about \$82,0000.

It was a very successful Tax Sale. We will receive a check from the Township of Lakewood shortly.

As we do every year, I would like to thank Robyn and the entire Customer Service and Billing teams and also Effie, the Tax Collector and the Tax Collectors Office, for the collaboration and for all their efforts.

5. There is a site that consists of several blocks and lots at the end of our service area down Cedar Bridge on the border with Brick Township. Our understanding is that Tomchei Shabbos is proposing a building there. We have water services across the street however there is not a practical solution to extend our sanitary sewer service to the site. They have requested that they be serviced by the Brick MUA. Brick has indicated to me that they will only do it if they can service the site with both water & sewer. Unless the board has any objection, I will pursue an agreement with Brick allowing them to service this particular site in the interest of Tomchei Shabbos.

## **X. Technical Operations Report**

Given by Mr. Bob Farina

### **Operations Dept:**

## **XI. Commissioners' Report**

### **Operations Dept:**

1. Well #17 repairs and modifications are awaiting the delivery of the VFD, pump/motor and shaft. I have asked the well driller to put all their efforts in getting this well up and running as soon as possible since we are at the end of our high demand season and need to begin re-charging to satisfy next year's allocations. Well #7 pump shaft broke most likely due to a failed upper motor lock nut. This is being currently addressed.



2. Flushing is complete. While continually monitoring our ferric iron levels, we will perform mini flushes in the affected areas that have those elevated issues seeing as this is thought to be the cause of the dirty water complaints. In the meantime, we are working on a permanent fix to address this problem, but the challenge is to do so in a reasonable and cost-effective way by means of employing a chemical treatment solution.
3. Our final hire for the position of Field Representative Technician and our new Senior Mechanic will both start on October 7<sup>th</sup>.

**Technical Operations Dept:**

4. All SACDA and Communications equipment are up and running fine.
5. We performed some extensive repairs on the fiber optic line termination points that run from Well #15 in the Four Seasons complex over to the Shorrock street plant. The line is in conduit and is thought to be collapsing in at several points as was revealed by our contractor's fiber optic test equipment. The run is over a mile and passes through several properties, easements and neighborhood street entrances making replacing it virtually impossible if not at the minimum, extremely costly. The permanent fix is to replace the Fiber optic line with a set of microwave antenna's. I am in the process of getting quotes and performing a radio transmission survey.

**IT Dept:**

6. All fire and security installations are now complete, and all points are being monitored.
7. The Authority's new bank – Providence Bank software and hardware setups are complete as well as adjustments to the Payargo server.

**GIS/Cyber-Security Dept:**

**GIS:**

8. Tested and finalized the Developer Application Submittal form.
9. Currently setting up a new GIS database sever and importing the information from the old server into the new one.

**Cyber-Security:**

10. The Authority staff continues to do well with the simulated phishing tests sent to us by both of our outside providers.

11. With October being Cybersecurity awareness month we are planning some training along with important think before you click reminders.

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. 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