



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

August 4, 2015

- I. Senator Singer opened the meeting at 3:00 P.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 June 23, 2015 and The Tri Town News on June 24, 2015.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On the roll call the following Commissioners were present: Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Jr, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on July 7, 2015, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review for July 31, 2015**
The Authorities net position for the period ending July 31, 2015 is approximately \$2 Million which is approximately \$1 Million ahead of the Year To Date net budget through July. The net budget through July is \$919,000. The Authority has operating revenues of approx. \$7.8 Million as of July 31, 2015, which is higher than the budget by \$1.1 Million. The Authority continues to receive non-recurring connection fees. To date the

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amount is \$529,000. Excluding the non-recurring connection fees the Authority's revenue would be ahead of budget by approximately \$600,000. This is driven by higher than budgeted water and sewer services due to entering the summer irrigation months as well as accruals for back billing. The Authority expenses are \$5.7 Million through July 31, 2015 and continue to run slightly favorable to the Year To Date Expense Budget due to small offsetting items. Senator Singer asked that compared to last year is the Authority ahead in water and sewer usage or about the same. Mr. Rappoccio said that he does not have prior year comparison. Senator Singer asked if perhaps Mr. Morrill can prepare for the next month's meeting how much water is being used for July and August for the last three years and how much is being used based on growth. Senator Singer understands that the usage is weather driven.

2. **Annual Budget**

Mr. Rappoccio is starting preparation for the annual budget. The annual budget has a new format this year. Additional information is being requested from the commissioners as well. The template was reviewed with Mr. Bauer and Mr. Flanbaum. It will be sent out to the commissioners around September-October time.

3. **Roll Call to Approve Operating Vouchers**

The Operating expenses have increased by approximately \$17,000.00. The increase is driven by additional construction costs. Mr. Rappoccio would like to request a motion to approve amended operating total of \$1,449,269.54. Senator Singer asked who the addition was for. Mr. Flanbaum said it was for Bil-Jim Construction and GTS Consultants. A **motion** to approve amended operating expense was made by Mr. Waxman, seconded by Mr. S. Flanbaum. On a **roll call**, all members present voted **"Yes"**. **Motion passed.**

Mr. Theibault arrived at 3:06 P.M.

VII. **Accountant's Report**

Mr. Bauer met with Mr. Rappoccio to review the financials and the budget. There are quite a few changes in this year's budget. There is a different format and they want a lot more detail regarding the commissioners, their other jobs and the amount they make from them and if they are politically involved. Senator Singer said this seems to be the same information requested in the Financial Disclosure Forms. Mr. Flanbaum said yes, it is repetitive.

VIII. **Engineer's Report**

1. **Joe Parker Road School #3**

- Resolution Accepting Terms of Developer's Agreement

In the packet is Schedule B which is dated July 10, 2015. The terms include approximately \$29,000.00 that will be paid towards the work the Authority has done for Phase I and Phase II of the sewer replacement near the pump station. Mrs. Lapa read **Resolution #15-76 Authorizing The Execution Of The Developer's Agreement Joe Parker Road School No. 3**. Motion was made by Mr. Waxman, seconded by Mr. S. Flanbaum. On a **voice vote** all members present voted **"Aye"**. **Adopted.**

2. **Blvd of the Americas Office Building #1**

- Resolution Accepting Terms of Developer's Agreement

The developer will construct, own operate and maintain a pump station to service only their project. If they decide to connect to the Authority's gravity sewer system which could be in place, they agreed to pay their fair share of that. Mr. Waxman asked if they are obligated to connect if the sewer system is installed. Senator Singer said the good part of this is that this is the first office building going up in Industrial Park. This is a big plus for Lakewood. Mr. Flanbaum wanted to clarify that if the gravity sewer line does get built, the Authority did not obligate the developer to connect if their pump station is working. Mr. Waxman asked why the Authority does not obligate them. Senator Singer said they spent a lot of money on the pump station. They will connect at some point because pump stations do not last forever. Mrs. Lapa read **Resolution #15-77 Authorizing The Execution Of The Developer's Agreement Boulevard Of The Americas Office Building No. 1**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

Mr. Theibault was seated as an alternate at 3:09 P.M.

3. Corporate Road School Conversion

- Resolution Granting Technical Approval

This will allow the Authority to endorse their OCUA and TWA permits. Mrs. Lapa read **Resolution #15-78 Grant Of Technical Approval Corporate Road School Conversion**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

4. New Hampshire Ave Mikvah

- Resolution Releasing Performance Guarantees

This will be contingent on the items in the Authority's letter dated July 17, 2015. Mrs. Lapa read **Resolution #15-79 Release Of Performance Guarantees New Hampshire Avenue Mikvah**. Motion was made by Mr. Waxman, seconded by Mr. S. Flanbaum. On **roll call** all members present voted "**Yes**". **Adopted**.

5. Abandonment of the Woodlake Pump Station

- Resolution Awarding Professional Services Contract (As-Built Drawings)
- Resolution Awarding Professional Services Contract (Construction Administration Services)

The professional services contract for the preparation of As-Built Drawings for the sewer line will be awarded to GTS Consultants in the amount of \$12,750.00. Mr. Waxman asked Mr. Morrill if he recommends it. Mr. Morrill said yes. Mrs. Lapa read **Resolution #15-80 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 Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

The second resolution awarding a professional services contract is to be awarded to Van Cleef Associates for construction administration. This is in the amount of \$49,780.00. The construction observation will be done by the Authority's construction observer that the Authority uses for all other projects. Mr. Waxman questioned the high amount of the contract. Mr. Morrill said it is a \$2 Million project. Mrs. Lapa read **Resolution #15-81 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. S. Flanbaum. On a **voice vote** all members present voted "**Aye**". **Adopted**.

6. Woodlake Pump Station Upgrade Analysis-Project Status

The Authority had an analysis done on what the cost would be if the Authority kept the pump station for the next twenty five years. This analysis includes the cost to rebuild immediately and that it would be needed to be rebuilt again in twenty five years. The price to keep it in operation for the next twenty five years would be over \$3 Million. The price that the Authority will pay for the sewer line will be about \$1.6 Million. In addition, there will be soft costs with engineering fees and there will be easement costs. But the savings to the Authority will still be over \$1 Million over the next twenty five years. Mr. S. Flancbaum asked if the \$3 Million includes the cost of rebuilding the pump station. Mr. Morrill said yes it includes the rebuilding and also the operation and maintenance for twenty five years. Senator Singer said his concern with regard to pump stations is the cost factor maintaining them when they break until they get fixed is very expensive. Mr. Morrill said when the Woodlake Pump Station went down it the cost to the Authority was \$36,000.00 on the first day.

7. Woodlake Sanitary Sewer Improvements Phase 2

Resolution Awarding Change Order #1

The Change Order is in the amount of \$11,773.98. There will be some additional change orders coming through. The pavement is being taken out. This is for additional valve boxes, drop manhole revision for about \$600.00 and damage to an unmarked water service. The Authority did not know that this water service existed. There was no indication of it on any of the Authority's mapping, old or new. Senator Singer asked if it was metered. Mr. Flancbaum said it was an old site. Mr. Morrill said it did not go anywhere. During work at the site they cut through it and broke it. It took about a day to get it repaired. A valve was found to isolate it. An analysis was done and it was found that it had been abandoned beyond the valve years ago. No one had put it on the drawings. Mr. Flancbaum wanted to comment on the paving aspect. The Authority advised the contractor, Montana Construction, that the trench restoration in its current state is unacceptable. They agreed that it is unacceptable. A credit for trench restoration is being worked on with Montana and an arrangement between the two property owners of the two complexes for repaving the entire roadway there. Senator Singer asked who did the engineering work on this job. Mr. Morrill said the original design was done by Flannery Webb and Hansen Associates as part of the work for the developers. Owen and Little did the actual preparation of bid documents so that it can go out to bid. Senator Singer said we need to communicate to our engineers that they need to alert the Authority up front that there will be a disturbance beyond the normal trenching. This will allow us to work with the communities when restoration work is done in communities and there will be more than the normal disturbance on the roadways, especially on the older roadways. The older roadways are in poor shape to start with so trenching will not solve the problem. The Authority should work with the communities to repave them afterwards and the Authority will pay its fair share. Mr. Morrill said that actually this was discussed in-house. There was a thought to pull it out of the contract for the trench contractor and do a separate contract. Senator Singer said this should be looked at. Senator Singer said he thinks what was done here, is not a fair analysis. The Authority is only responsible for the trench work but this is access to a community. Senator Singer said he does not like trench work since it always sinks years later. On the older roadways the whole road should be redone. There should be a check off list of what the Authority is looking for. There should be something saying what condition the

roadway is in and what condition will it be in after trenching. Then a decision should be made based on that on how to proceed. Mrs. Lapa read **Resolution #15-82 Authorizing Change Order No. 1 Woodlake Sanitary Sewer Improvements Phase II**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

Mr. Morrill said that earlier Senator Singer had asked for a comparison of the pumping figures. Mr. McGregor got those figures. It looks like the Authority is well above the figures from last year. Mr. Flancbaum said that this July the Authority pumped 12,000,000 more gallons than July 2014. Senator Singer said that last July was a wet month. Mr. Morrill said that this year May and June substantially more was pumped. Senator Singer asked Mr. Morrill if he can make an analysis of how much of it is volume growth. The reason Senator Singer would like to know this is that the DEP is looking at the Authority's usage. Senator Singer said he was with Mr. Jim Lacey yesterday and told him that the Authority may have to purchase more water. Mr. Lacey said he was speaking to the Authority about it. Senator Singer asked Mr. Ponsi to start looking at this and giving some guidance as to what will have to be done. The DEP is concerned about the Authority's overall usage even with the new wells coming on. Senator Singer he is hopeful that there will be success with Cogen.

IX. Attorney's Report

Horizon's Homeowner's Association Litigation – The Authority was named as a defendant. It is a multi-count complaint. After reviewing the complaints Mr. Smith filed an answer which pointed out that although the Authority is named as a defendant there is not a single allegation of wrongdoing against the Authority. The plaintiff's attorney is now dismissing the complaint against the Authority but without prejudice. This means that if they find something wrong they will start it again.

New Jersey Business Systems Litigation – The Authority received an offer of \$25,000.00, which was not a respectable offer. Mr. Smith said he responded to Judge Serpentelli that this is not a respectable offer and not a good faith offer. If that is the offer the Authority will not continue the negotiations. Judge Serpentelli asked Mr. Smith what would be considered a good offer. Mr. Smith said he responded that he will not give a number. Mr. Smith asked Judge Serpentelli if he thinks that there might be a good faith offer in the wings then the Authority would be willing to go back to negotiations, if not the Authority will not negotiate anymore. Judge Serpentelli said he has discussed Mr. Smith's response with the other side and they are talking about it.

Lakeview Place – Mr. Flancbaum said that he, Mr. McGregor and Ms. Gaynor were subpoenaed to testify in court next Friday. The Homeowner's Association filed a complaint against the Township of Lakewood, not the Authority. Mr. Waxman asked what the issue is. Mr. Flancbaum said that they have privately owned fire hydrants and they claim that the lot numbers used for the hydrants were incorrect. The clubhouse/community center lot numbers were used. A tax lien on the clubhouse/community center was sold at tax sale a couple of years ago to a lien holder. The tax lien is for the fire hydrants. The lien was approximately \$4,400.00. The Authority answered the interrogatories that were sent to the Township. Mr. Smith said that the Authority is not involved in the suit. The Township Attorney asked the Authority to supply the answers that have to do with the Authority's operation. Mr. Smith said he

sat with the Authority's staff and answered the applicable questions. The answers were sent to the Township Attorney to fill in and send back. The Authority is not a defendant. Senator Singer asked why three employees were subpoenaed. Mr. Smith said he does not know what they have in mind. Mr. Flancbaum said this was just received yesterday afternoon. Senator Singer said he can understand that Mr. Flancbaum and Mr. McGregor were called but why would Ms. Gaynor have to go. Mr. Smith said he will call the Township Attorney. Senator Singer asked who the attorney is involved in this. Mr. Flancbaum said Mr. Secare's office is handling this on behalf of the Township and the plaintiff's attorney is Mr. Richard Kiltrick of Little Egg Harbor. Mr. Smith asked who subpoenaed the Authority staff. Mr. Flancbaum answered it was Mr. Kiltrick. Mr. Smith said obviously there are some facts they think these employees can answer. Mr. Flancbaum said that in the answers to the complaint, it was put down who would handle billing questions and the Office Administrator was one of the people that handle billing. Mr. Smith said they have a right to subpoena a potential fact witness. Mr. Smith will call Mr. Secare and see if he can enlighten him. Mr. Smith will also call the plaintiff's Attorney and find out what he wants and what he is looking for. Senator Singer said he has a problem that three key employees are being taken out of the office. Do they pay for this? Mr. Flancbaum said they send a check for \$2 each. Mr. Waxman said that is not even minimum wage. Senator Singer asked where they are being subpoenaed. Mr. Flancbaum said Ocean County. Senator Singer asked the name of the judge. Mr. Smith said he does not know. The Authority is not in the suit. Senator Singer said if the Authority is not in the suit, why the Authority is involved. Mr. Smith said that the Authority has employees that may be knowledgeable of certain facts that are of issue in this suit. Senator Singer said correct him if he is wrong, but the Authority has a right to know what facts they need to know in order to know what to bring. If they do not have list of facts, then we can say that we are not coming. Mr. Smith said some of the staff answered interrogatories previously which are nothing more than factual data that is public. Senator Singer asked Mr. Smith to find out what is going on. Mr. Smith said he will.

X. Executive Director's Report

1. Resolution Ratifying Phone Pole Rejecting All Proposals and Authorizing Advertising a Request For Proposals for Solar PV System

This resolution is to ratify a phone poll that was conducted on July 8, 2015 to reject all proposals received on June 30, 2015 and authorizing re-advertising of Request For Proposals for Solar PV System. Mrs. Lapa read **Resolution #15-83 Rejecting All Bids Solar Photovoltaic System**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

2. Resolution Awarding Contract for Solar PV System

At a previous meeting a resolution authorizing Mr. Flancbaum as Executive Director to enter into a contract with one of the proposers subject to the Authority's professionals review. Mr. Flancbaum showed the proposals received on the screen in the conference room. Over the next fifteen years there will be a savings anywhere from \$796,000.00 to \$849,000.00. As part of the competitive contracting process there are various factors that the Authority has to look at and consider such as lowest price, system size, experience and company's balance sheet. These will be reviewed by the consulting engineer together with the Authority's team. The Authority is looking at tremendous savings over the next fifteen years, which is great news. Senator Singer asked if a

company was picked to award the contract to. Mr. Flancbaum said that there is a resolution to be presented at this meeting that would authorize the Authority to award the contract based on the recommendation of the consulting engineer. Senator Singer would like to know where these companies sat in the original two bids. Mr. Flancbaum said that from what he remembers he thinks that they are basically in the same position, but he does not know for sure. Senator Singer said the key factor he would like to know is when these companies are awarded contracts do they build the facilities. There is a concern that some companies get the contract awarded to them and do not build the facilities. Mr. Morrill said that is definitely one of the checklist items. Senator Singer asked if a company was recommended. Mr. Morrill said the professionals are still working on the analysis in order to make the correct decision. Senator Singer asked when a decision will be made. Mr. Morrill said in the next week or two. Mr. Smith said that this resolution is asking for authorization for Mr. Flancbaum to award to bidder that he decides based upon the team's recommendation. Mr. Waxman asked why not wait till next month's meeting. Senator Singer said we do not want to wait another month. Senator Singer asked if Mr. Smith is part of the team. Mr. Smith said yes, he advises on the legal issues. Senator Singer said he would like to authorize to award the contract to the best bidder so the project can get underway. He would like see construction start this year. Mr. Morrill said that it was discussed to have it by the first of the year. Senator Singer said there is one thing he would like the Authority to be very sensitive about, tree removal and tree replanting. Please know this is big problem in Great Adventure and he does not want this to be a problem for the Authority. If the Authority gets questioned he wants to say there will be tree removal for this project, this is renewable energy and this is positive. We are saving the carbon emissions. The Authority is also replanting trees. Senator Singer asked if this is agreeable to everyone. It was agreed. Mrs. Lapa read **Resolution #15-84 Authorization To Enter Into A Power Purchase Agreement.** Motion was made by Mr. Waxman, seconded by Mr. S. Flancbaum. On a **roll call** all members present voted "**Yes**". **Adopted.** Senator Singer thanked the Authority as this is positive for the Authority and the environment.

3. Resolution Granting Modification to Professional Services Contract to T&M Associates, Inc.

This is for rebid of the project in the amount of \$4,000.00. Mrs. Lapa read **Resolution #15-85 Authorizing Change Order No. 1 Solar Photovoltaic System.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted.**

4. NJUA-Loss Control Report

On June 26, 2015 JA Montgomery Risk conducted a site survey on behalf of the JIF at Wells No. 2, 8, 9, 10 and 16. Their report indicates that all sites were found to be clean and orderly. Their only suggestion for improvement was that Wells No. 8, 9 and 10 the valve pits qualify as confined spaces and should be labeled as such. That will be taken care of. A special thanks to our Operation Department for maintaining the facilities in a professional and safe manner.

XI. Instrumentation/IT Department Report

1. New Radio/Antenna Operation Status

The new radio/antenna system is working well with no complaints. The only items left on the initial phase of the job is the final mounting of struts on the New Hampshire Avenue

Tank, the installation of the four new switches that we are holding up until we are able to change over our IP addresses and the construction of the lattice tower at Shorrock Street Water Treatment Plant.

2. Well #15 Hydraulic Testing/Generator Install

The implementation of a backup generator for Well No. 15 is on hold until a hydraulic study is completed with regards to how the Shorrock Street Water Treatment Plant well flows will affect and/or interact with a proposed increased flow at Well No. 15 from the present 400 GPM to our allowed maximum of 600 GPM. This will directly determine the ultimate sizing of the generator. Presently the engineering group, CME, have been contracted to perform the flow/pressure study.

3. Well #17 ASR Chemical Injection

Mr. McGregor and I have been working with our consultant, Hatch Mott McDonald, with the implementation of the injection of chemical feeds into our ASR Well No. 17 with respect to the upcoming recharge season. We have decided that we will only utilize Hatch Mott McDonald in the capacity to provide us with the proper dosing and the amount of bulk chemical to have on hand in order to correctly dose. We will handle the chemical feed pump purchases, installation, mounting, wiring and startup of the system as I feel there is absolutely no need to have this part of the job engineered.

4. Wells 1,3,and 19 Rebuild Progress

Mr. Morrill, Mr. McGregor and I are in the process of reviewing submittals as they pertain to the rebuilding of Wells No. 1, 3 and 19 as that effort is now in progress.

5. Vehicle GPS Report

The GPS tracking equipment was installed on two vehicles, Trucks No. 11 and 16 for our sixty day pilot test. From the very start, our IT Coordinator reported to me that the feedback information coming back from the vehicles was exactly as promised and very detailed. It looks very promising at this point.

6. New Front Sign Report

As everyone must have seen by now, our new electronic sign in front is up and running. Our IT Coordinator is becoming increasingly familiar with its programming and it appears to be somewhat uncomplicated. The next step is to instruct Ms. Gaynor and Mrs. Estronza on how to make message and screen changes since they are best suited to make necessary changes in a timely manner as the need arises. Senator Singer said that Mrs. Estronza will enable the sign to be bi-lingual. The sign really looks good and he is very happy with it. Also, as Mr. Flancbaum pointed out, because of all the additional building going on in this area it is important for the sign so the Authority can be located easily.

7. Computerized Maintenance Management Systems Progress

The computerized maintenance management system is now starting to be used by the Operations Department. As they become increasingly familiar with the system we will continue to add on to it. This effort is ongoing and our IT Coordinator continues to work with the developers in this process.

8. SCADA IP Address Changeover Report

I have our IT Coordinator working on developing a precise road map on the forthcoming implementation of the changeover of our SCADA system IP addresses to a more secure domain. I have put a great emphasis on getting this accomplished after the high demand season is over due to security concerns and also enabling us to have our radio contractors install and program our new traffic switches so that we can realize true radio/antenna redundancy and full bandwidth throughput. This will enable lightning speed response to our SCADA traffic demands. I do want to make an important note that at this time regardless of what I have just stated, the radio/antenna system is handling the traffic extremely well at present and it will only get faster.

9. GIS Status Report

With respect to our GIS program ongoing effort, I along with our IT Coordinator have been exercising a close watch on our contractor as we have recently reviewed the current accomplishments set forth by them. We are carefully looking into the future endeavors, as this project is of much significance to the Authority but at the same time is very costly and can have the ability to spiral out of control if not monitored properly. Reasonable goals have been set forth to the contractor and have requested quarterly progress reports as well. At present, we are satisfied with the contractor's services and abilities.

10. Site Security Update

With respect to our field security systems, we currently have the contract from our contractor, Reliable Safety Systems, in attorney review. Upon a favorable report from our attorney, we will move forward to complete the facilitation of protection at the remainder of our locations.

Senator Singer said that the Authority is moving away from the outside contractor with regard to the SCADA System. In the review of next year's budget, if an additional worker is needed to be brought in that is a factor that will be looked at. Also, we need to look at the facility expansion factor and be serious about it next year. Mr. McGregor is looking for additional field employees. Mr. Rappoccio will also be looking into bringing in another person next year. Also, the IT Department will be looking into another hire. A look has to be taken into revamping the front office that is under Ms. Gaynor.

XII. Commissioners' Report

XIII. MEETING OPEN TO THE PUBLIC

Mr. Jim Brown from Altec, one of the companies that bid on the solar project asked to be heard. Mr. Brown said one of the competitors used figures that were not publicly available in the bid as far as the usage of the system. Therefore, Altec's pricing was not as good as the competitor. But Altec's pricing is better if you use the correct usages from the bid. Altec's price is 5.1 cents and a 1.5 percent escalator and the competition was 5.2 cents and a 2 percent escalator. Also the competition is losing significant money, billions of dollars and Altec is a profitable company. Mr. Brown also said that his company did offer a lower price even with the new usage from this past year. Altec has done many successful projects for governments here in the State. We are local in Point Pleasant and can give support very quickly if there are issues. We look forward to working with you. Mr. Brown was asked if he can submit in writing what he presented at the meeting.

XIV. MEETING CLOSED TO THE PUBLIC

XV. CLOSED SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT

A **motion** was made by Mr. Waxman, seconded by Mr. S. Flancbaum to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 3:44 P.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA