



**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

March 1, 2022

- I. Senator Singer opened the meeting at 10:01 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 4, 2022 and The Tri Town News on February 9, 2022.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.  
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, CFO, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. **Chairman's Report on Public Meetings**  
Senator Singer reports that next month our meeting will be in person. We have also instituted mask optional in the building beginning today-getting back to a normal routine. Although, zoom meetings are very convenient for us as board members it is not as convenient for the public for those who wish to come.
- VI. **Minutes**  
A **motion** to approve the minutes of the Annual Reorganization Meeting Minutes held on February 1, 2022, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, Mr. Theibault abstained, and all other members voted "Yes". **Motion carried.**

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## LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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A **motion** to approve the minutes of the Regular Meeting Minutes held on February 1, 2022, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted “Yes.” **Motion carried.**

## **VII. Chief Financial Officer Report**

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

### **1. 2020 Audit Update & Resolution**

The Lakewood MUA 2020 Audit had been delayed as we awaited Actuarial Pension figures from the State of New Jersey. The information has been received and the audit has been completed by the CPA firm Mohel Elliott Bauer & Gass. Upon reviewing the audit I can report that there were no findings which require corrective action on our part. In addition, we have a Resolution which requires a Board vote. The resolution states that board members have reviewed the audit, particularly the two page Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on the Audit of Financial Statements Performed in Accordance with Government Auditing Standards. This report was provided in your meeting packet. The Report states that:

1 – The audit indicates that there are no identification of any deficiencies in internal control that were considered material weakness, and

2 - The results of Audit tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and the audit requirements as described by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Senator Singer asks Mr. Bauer if he has anything to add regarding the audit. Mr. Bauer has nothing to add except that Mr. J. Flancbaum and Mr. Sondak were both a great help during the audit process.

I ask at this time that the Secretary address the Resolution vote.

Resolution No. 22-25 Acceptance of the 2020 Audit

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

### **2. First Quarter Financial Results**

First Quarter 2022 Financial Results are favorable to budget. Our Revenue is ahead of plan year to date by \$348k driven by Connection Fees. Expenses are below plan by 242k mostly due to timing of certain operating expenses. Compared to last year, our Revenue is up \$454k, and expenses are up \$355k (which was anticipated and budgeted). It should be noted that while our

Revenue budget is a flat line for the year, the approved Water Usage rate increases will be part of our financial results beginning with April Billing. Therefore we should see greater positive momentum to Revenue at that time.

### **3. Operating Expenses**

The Operating Voucher in your Board Packets is \$1,468,575.62. This figure includes the 2022 First Quarter OCUA quarterly installment payment of \$742,940.01, and the MUA annual Pension & Benefits Payment of \$318,190.00. Otherwise, there are no out-of-the-ordinary monthly issues to note. The Operating Voucher is amended for two Levin Shea Pfeffer & Goldman invoices totaling \$6,000 and a Township of Lakewood invoice for \$37,930.00. This brings the Amended Operating Voucher total to \$1,512,505.62. I recommend that the board approve the Operating Voucher, as amended to \$1,512,505.62, with noted abstentions.

Senator Singer thanks Mr. Bauer, Mr. J. Flancbaum and Mr. Sondak once again for doing a great job on the audit and the budget.

## **VIII. Engineer's Report**

Given by Mr. Colin Farrell, Director of Engineering

### **1. Pine Street Office Building by EMS (1515 Pine, LLC-Aaron Kotler)**

Grant Engineering issued the conceptual and technical review letter no. 7 on January 31, 2022. There are no specific terms for this project. The Authority may grant approval conditioned upon the terms in this letter.

- Resolution No. 22-26 Authorizing the Execution of Developer's Agreement Pine Street Office Building by EMS  
Motion was made by Mr. S. Flancbaum and seconded Mrs. Fish. On **roll call**, all seated members voted "**Yes**". **Adopted.**

### **2. Oak Street 8 Lot Subdivision (Albert Estates, LLC-Mordechai Eichorn)**

Grant Engineering issued a letter containing bonding estimates for the sanitary sewer extension and requirements for final approval. The Authority issued a letter detailing the amounts the performance guarantees may be reduced. The following are the unique terms of developers agreement for the project:

1. At the time Lot 27.06 within Block 855.06 is developed, the water main within Oak Street must be extended by the property owner of Lot 27.06 across the property frontage and Lot 27.06 must be connected to the Authority's water system.
- Resolution No. 22-27 Authorizing the Execution of Developer's Agreement Oak Street 8 Lot Subdivision  
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted "**Yes**". **Adopted.**

**3. Lanes Mill Road 22 Unit Subdivision (*Aram Land Group, LLC-Aharon Mansour*)**

GTS Consultants issued a letter on February 15, 2022 indicating all construction punch list items have been addressed. On February 24, 2022, The Authority issued a letter detailing the requirements for the performance guarantees to be released for this project.

- Resolution No. 22-28 Releasing Performance Guarantees Lanes Mill road 22 Unit Subdivision  
Motion was made by Mr. S. Flancbaum and seconded by Mrs. Fish. **On roll call**, all seated members voted “**Yes**”. **Adopted**.

**IX. Attorney's Report** given by Mr. Adam Pfeffer, Esq.  
Business as usual.

**X. Executive Director's Report**  
Given by Mr. J. Flancbaum, Executive Director

**1. Resolution Authorizing the Execution of a Shared Services Agreement with the Toms River MUA**

We have been renewing this agreement for the past several years. It's a mutual shared services agreement. The term is for one year.

- Resolution No. 22-29 Authorizing the Execution of a Shared Serviced Agreement with Toms River MUA.  
Motion was made by Mrs. Fish seconded by Mr. S. Flancbaum. **On roll call**, all seated members voted “**Yes**”. **Adopted**.

**2. NJUA-JIF/MEL Elected Officials Training**

As in the previous years, the MELJIF is offering a \$250 credit against our annual JIF Assessment for each of the commissioners that takes the elected officials training course. It is offered to the Executive Director as well and I have already completed mine. The course is offered on line and I have sent an email to the commissioners with the instructions on how to access the course. The course must be completed by May 1, 2022 in order for the Authority to take advantage of the credit. If anyone has any issues accessing the course or their account, there's a helpline number that was included in the email and that would be the best way.

Senator Singer suggested that Mr. J. Flancbaum ask the MEL-JIF if they would come in person to do the class after next months meeting. If they cannot, we will then do it on line.

**XI. Technical Operations Report**  
Given by Mr. Bob Farina, Director of Operations

**Operations Dept.:**

1. Our well driller has notified us that all the equipment for Well #7 has finally arrived and he will start the job in two weeks once he completes a present job that he is on. He will in fact be doing some preliminary pipework on our well this weekend.
2. All internal surge suppression on instruments and SCADA panels are now complete. We are looking to complete the remaining building structure lightning protections at Shorrock St. this Spring. Water storage tank lightning protection is still being researched by our vendor.

**Technical Operations Dept.:**

3. All SCADA and communications systems are up and running well with new SCADA software upgrades coming soon.
4. The Shorrock St. WTP was experiencing some electrical anomalies causing issues with our equipment. As we investigated, a significant current imbalance in the plant's electrical distribution was found, which was then immediately rectified by redistributing power distribution in various electrical panels. We will re-check this equipment when we are in the high demand season in order to ensure the problem is fully solved in all electrical demand situations.

**IT Dept.:**

5. User training related to the new Cloud Sensus was completed and the users will utilize Cloud Sensus for this month's billing cycle.
6. Preparing to upgrade the SCADA alarm and historian server software. IT is working with our Operations Dept. and all applicable vendors to ensure a smooth transition with minimal down time.

**GIS/Cyber-Security Dept.:**

**GIS:**

7. Supporting Engineering on the Pine Acres Sewer and OLV/LVE meter projects.
8. Continuing to ID as many service connection types as possible for NJDEP submission.

**Cyber-Security:**

9. Monitoring multiple issued warnings about increased cyber threats related to the Ukraine situation.
10. Working on a purchasing access rights management tool that will audit who has access to which files and allow those responsible for said files to set access.

*Chris McClain, GIS/Cyber Security Specialist, gives an update on current cyber security threats. You are all publicly attached to the Authority and as such make yourself the target for cyber security threats for cyber threat actors. Not only Russian, but there is some concern that other threat actors will be taking advantage of the situation. We have to be aware of possible attacks coming from North Korea, China or the Middle East or just criminal enterprises. There are some simple steps you can take to protect yourself and the Authority. Be on the lookout for any emails that look they could be from the Authority that are unexpected. Do these emails try to make you*

make a decision or do something in a quick manner? Or did it come from a member of the Authority you don't normally deal with? If you get a suspicious email the best thing to do is confirm it with someone from the Authority. And do it in a manner other than which it came. If it came by email, verify by calling. We all just need to be aware and vigilant-you have to take the extra steps.

We have been getting alerts for some time from multiple agencies sharing information and analysis. It is very high on the radar right now given the world political situation. I hope that you all continue to take this with the seriousness that you have taken it so far.

**XII. Commissioners' Report**

Senator Singer has two items:

No. 1: For the next meeting, I would like an update of all projects currently underway so the commissioners know exactly what we are doing.

No. 2: Now that we are going back into peoples homes to replace meters, do we have a number of how many meters need replacing?

Mr. J. Flancbaum responds with about 275

Make sure our people wear masks going into people's homes, lets be respectful of the individuals-we have to get back on track now.

**XIII. MEETING OPEN TO THE PUBLIC**

**XIV. MEETING CLOSED TO THE PUBLIC**

**XV. ADJOURNMENT**

The meeting was adjourned at 10:28 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA