



Board of Commissioners

Senator Robert Singer, Chairman

P. G. Waxman, Vice Chairman

Raymond Coles, Treasurer

Anne Fish, Assistant Secretary

Craig Theibault, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

December 6, 2016

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, 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 February 9, 2016 and The Tri Town News on February 11, 2016.

III. **Salute to the Flag**

Senator Singer asked for a moment of silence in memory of Senator Leonard Connors of Ocean County who passed away the day before. Senator Connors served all of us so well and was an outstanding individual. He certainly deserves a prayer for him and his family.

IV. **Roll Call of Commissioners**

On a roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flancbaum, Mr. Theibault, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. 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 November 1, 2016, was made by Mr. Coles and seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**

Chief Financial Officer Report

1. **Financial Results Review For November 30, 2016**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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November is the first month of the new fiscal year. It was a fairly quiet month. The Authorities net position for the period ending November 30, 2016 is approximately \$38,000.00 which is slightly ahead of the November Budget. The Authority's operating revenues were \$598,000.00 as of November 30th which is fairly in line with the budget. The Authority's expenses through November 30th are \$521,000.00. It is slightly lower than the Operating Budget. There was one large expense item in November. It was a water main break on Lehigh Avenue at approximately \$20,000.00. Bil-Jim took care of the repair. Mr. J. Flanbaum explained that it was a big break in Industrial Park. It occurred at around 5:00 A.M. a few weeks ago. It can get costly, depending on the break, the depth of the water main, traffic control etc. This is one of the biggest ones in a long time. Mr. Rappoccio said that the Authority does its best to forecast in the budget these types of unforeseen expenses. Barring this unexpected expense, the expenses are in line with what was expected

2. Motion to Approve Operating Voucher

Mr. Rappoccio provided the commissioners with a list of abstentions. The Operating Expenses have not changed from what is in the packet. A **motion** to approve operating vouchers in the amount of \$628,271.78 was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**" with noted abstentions. **Motion Carried.**

3. Resolution to Adopt the 2017 Budgets

The 2017 Operating and Capital Budgets were received back from the State. They have been approved. Mrs. Lapa read **Resolution # 16-135 2017 Adopted Budget Lakewood Township Municipal Utilities Authority**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **roll call**, all members present voted, "**Yes**". **Adopted.**

VI. Engineer's Report

1. RFQs for Engineering Services for Calendar Year 2017

Resolution Accepting Qualifications

Thirteen submissions were received. Mr. Morrill is recommending approval of twelve. The exception is WJH. Their qualifications cannot be approved until additional supporting information is submitted. Senator Singer explained to Mr. Lichtenstein, the newest member, all engineers that submit qualifications are approved. This gives the Authority to option to use them all. They are not denied as long as they are qualified. Mrs. Lapa read **Resolution #16-136 Accepting Submissions In Response To Request For Qualifications For Engineering Services for 2017**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. Senator Singer asked Mr. Morrill if they get their information to the Authority will they be approved at the next meeting. Mr. Morrill said if the supporting information is acceptable, they will be approved. On a **roll call**, all members present voted, "**Yes**". **Adopted.**

2. Bids for Chemicals and Cold Water Meters for Calendar Year 2017 or 2017-2018

- Resolution Awarding Purchase of Dry Calcium Hypochlorite
- Resolution Awarding Purchase of Cold Water Meters
- Resolution Rejecting All Bids for Purchase of Hydrated Lime
- Resolution Awarding Purchase of Sodium Hypochlorite

There were no submitted bids at the first bid opening for Dry Calcium Hypochlorite. It was advertised again and bids were received this morning at 9:00 A.M. There was one bid for \$3,028.80. This is an approximate increase of six percent. Mr. Waxman asked if there was a two year contract on this. Mr. Morrill said it was a two year contract. Mr.

Morrill said he is recommending again a two year contract. A one year contract cost would be \$60,000.00, and a two year contract would be \$120,000.00. Mrs. Lapa read **Resolution #16-137 Awarding Contract For The Purchase of Dry Calcium Hypochlorite To Lowest Bidder.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** Senator Singer questioned if any of the items being voted on now are on State Contract. Mr. Morrill said he does not believe so. Senator Singer asked for a favor on this. The Authority is a member of the County Association and the State. Why don't they go out for bid? Mr. J. Flancbaum said it was discussed at the Utilities Authority Association at the AEA. It was discussed to make a conglomerate for Statewide Authorities for the purchase of supplies, materials and chemicals. It has never come together. Senator Singer asked Mr. J. Flancbaum to initiate it at the County level since he is vice president of the County Association. Senator Singer asked how many authorities are there in Ocean County. Mr. J. Flancbaum said about a half dozen. Senator Singer said that if six or seven authorities go out of for bid for calcium assuming they all use calcium or other chemicals, perhaps a better price can be gotten. Senator Singer said to try to do it at the County level. That is why our Authority is a member of the County Association. If the County Associated cannot do things like that, there is no advantage to being a member. Senator Singer has two strong recommendations. One is that the County Organization has to start to provide continuing education courses. They should be mandatory. If they will not do that at the meetings, this Authority has a question being a member. The second recommendation is for things like giving purchase power to the member. This is the reason the County Organization is in existence and not for dinners and relaxation, but dinners and serious work. Senator Singer said that Mr. J. Flancbaum should tell them from our Authority's perspective that we would like to see things like that. Jackson and Brick MUA are large Authorities. Toms River MUA is only sewer. There are at least six authorities and the County can go out for bid on these items. Then the authorities can save money.

The lowest bid for the purchase of cold water meters was from HD Waterworks Supply. The cost for the 5/8 inch and one inch meters remain the same from the last contract. The meters larger than one inch have increased by approximately three percent. Mr. Morrill is recommending a two year contract because the unit price for the one year and two year contract are the same time. For stability purposes it makes sense to do the two year contract. The contract would be for \$800,000.00 based on unit cost. Senator Singer asked if all the units are all bought at one time. Mr. J. Flancbaum said the Authority it is not. For the new construction, administrative costs are added on to the cost of the meter. Mrs. Lapa read **Resolution #16-138 Awarding Contract For The Purchase of Cold Water Meters To Lowest Bidder.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

Mr. Morrill said he is recommending the rejection of the bid for hydrated lime. Only one bid was received and it was a substantial increase from last year. The bid was for \$10.50 per bag and the previous two year contract charge was \$6.93. Mr. Waxman asked if it was the same company. Mr. Morrill said no. That is why he is recommending to reject the bid and to rebid. Mr. Waxman asked why the other company did not bid on it. Mr. J. Flancbaum said that the company said they forgot. Mrs. Lapa read **Resolution #16-139 Rejecting All bids For Purchase of Hydrated Lime.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

The lowest bidder's price for sodium hypochlorite is down approximately ten percent from the previous two years. Mr. Morrill is recommending awarding a two year contract at a cost not to exceed \$160,000.00 based on the unit cost listed in Miracle Chemical's bid. Mrs. Lapa read **Resolution #16-140 Awarding Contract For The Purchase of Sodium Hypochlorite To Lowest Bidder**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Hydraulic Modeling for 2017

- Resolution Awarding Professional Services Contract
A proposal was received from Mott MacDonald. They have the Authority's Hydraulic Model. The prices for units from zero to three hundred are listed in the packet. The increase is approximately three and one half percent. Mr. Morrill recommends awarding the contract. This is actually for developers. This gives the developers the option to purchase this modeling for their developments. This is really no cost to the Authority. Their own engineer can do the modeling if they would like to, but they usually go with the Authority's because it is cheaper in the long run. Mrs. Lapa read **Resolution #16-141 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**.

4. Regulatory Compliance Assistance 2017

- Resolution Awarding Professional Services Contract
This is a contract with Mott MacDonald. This is a cost directly to the Authority. It is based an hourly rate. The increase over last year is \$3,000.00. This is because the Authority added Well No. 17 ASR Project. Mr. Morrill recommends awarding the contract. Mrs. Lapa read **Resolution #16-142 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**.

5. Bureau of Safe Drinking Water Master Permit Update 2017

- Resolution Awarding Professional Services Contract
This is a contract with Mott MacDonald. The cost would be \$4,950.00. This is an increase of \$150.00 from the 2015 contract. Mrs. Lapa read **Resolution #16-143 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. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

6. GIS Updates 2017

- Resolution Awarding Professional Services Contract
This is a contract for GTS Consultants. This is an hourly contract. Whatever services the Authority purchases is based on their hourly rate. They are increasing their budget by \$2,820.00. Last year they used \$18,500.00 of their \$25,000.00 budget. Senator Singer said that hopefully they will use all of it this year since the Authority has more GIS employees on board. Mrs. Lapa read **Resolution #16-144 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 et seq.** Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

7. As-Built Drawings for Residential Applications 2017

- Resolution Awarding Professional Services Contract

This is a contract to GTS Consultants. They have two items. One is as-built drawings if GTS provides the inspection and the second is as-built drawings if someone else provides the inspection. The price increase is approximately \$100.00 including inspection and \$53.00 without inspection. Mr. Waxman asked what the increase is percentage wise. Mr. Morrill said nine percent. Mr. Waxman asked if that is excessive. Mr. Morrill said not really. Mr. J. Flancbaum said that this is their COLA increase, administrative cost increase and salary increase. He does not think this increase is excessive for this type of service. This is a cost to the Authority for single family residential applications. There are not many that come up during the course of the year. Mr. Morrill said maybe a half dozen to a dozen a year come up. Mrs. Lapa read **Resolution #16-145 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 et seq.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

8. Decommissioning of the Woodlake Pump Station

Resolution Awarding Contract

On November 30, 2016 six bids were received ranging in price from \$74,000.00 to a little over \$169,000.00. The lowest apparent bidder is DSC Construction. The Authority can award the contract based on recommendations of the Authority attorney and Maser Consultants. Mrs. Lapa read **Resolution #16-146 Awarding Contract For The Decommissioning Of The Woodlake Pump Station.** Motion was made by Mr. Coles, seconded by Mr. Waxman. Senator Singer wanted to make sure that everyone is aware that this property is going to be sold but the Authority will be taking care of this because the Authority wants this work to be done correctly. This is a DEP situation and needs to be done right. More than this money will be recouped in the sale of the property. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

9. Redevelopment of Wells #1 and #3

Resolution Awarding Contract

There was a taste and odor problem with these wells when they were first started up. A temporary repair was made using concentrations of chlorine. At this time the Authority wants to redevelop the wells. Three bids were received ranging in price from \$113,000.00 to \$149,000.00. At this time it is being recommended to award the contract to the lowest qualified bidder that appears to be Unitech. This is conditioned on recommendations of the Authority attorney and Remington Vernick. Mrs. Lapa read **Resolution #16-147 Awarding Contract Redevelopment of Wells No.1 and No. 3.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

10. Meter Replacement Phase 3 – Not being discussed at this meeting

Resolution Awarding Change Order #3

11. Test Wells at Ball Park

Resolution Releasing Performance Guarantees, Accepting Maintenance Guarantees, and Releasing Retainage

On November 22, 2016 a letter was received that all the work was completed by the contractor. At this time the Authority may release the Performance Guarantees and Retainage for the project conditioned on receipt and review of the Maintenance Guarantees by the Authority attorney and the engineer for the project. Mrs. Lapa read **Resolution #16-148 Release Of Performance Guarantees, Accepting Maintenance Guarantees And Releasing Retainage Ball Park Test Wells.** Motion was made by

Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

12. East County Line Road 4 Lot Subdivision

- Resolution Accepting Amended Developer's Agreement

After approving this project, the Authority did further examination and found that the drawings were not accurate. In order to make the project work, 172 feet of asbestos cement pipe would have to be removed. The line was televised and it is severely damaged. The Authority would have to replace it anyway. On November 10, 2106 the Authority attorney amended the Developer's Agreement to indicate the developer will be replacing the damaged sewer pipe and the Authority will reimburse the developer for a portion of the estimated cost of replacing the lines by way of credit against connection fees. Senator Singer asked if it is known why it was damaged. Mr. Morrill said no, he could not tell. Senator Singer asked if it was tree intrusion or roots. Mr. Morrill said no there was no sign of roots. It could be it was just bedded poorly. The most damage was right at the manhole, which is not uncommon. This means that it was not properly bedded. As the soil settled it broke the pipes near the manhole. Mrs. Lapa read **Resolution #16-149 Authorizing The Execution Of The Revised Developer's Agreement East County Line Road 4 Lot Subdivision.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

13. Route 88 73 Unit Development

- Resolution Amending Release of Performance Guarantees

The Authority had passed a resolution to release the Performance Guarantees for this project but it was conditioned on certain items. One major item was to submit Maintenance Bonds. They did not submit Maintenance Bonds that were acceptable to the Authority so the Authority is still holding the Performance Guarantees. At this time the Authority may amend the conditions for the release for the Performance Guarantees which will include not requiring a Maintenance Guarantee because it has already been over two years since approved. Mr. Theibault asked who the developer is on this project. Mr. J. Flancbaum said Menashe Frankel. Mr. Theibault said that it is okay for him to participate. Mr. Waxman asked how come the Authority is not getting a Maintenance Bond. Mr. Smith said it is more than two years and a Maintenance Bond is for two years. Senator Singer said that it lasted for two years and if there was a problem then the Authority would already know about it. Mr. Morrill said that if there is a problem the Authority can collect on the Performance Guarantees which is easier than a Maintenance Guarantee. Mrs. Lapa read **Resolution #16-150 Amending Release Of Performance Guarantees Route 88 – 73 Unit Development.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

14. Locust Street & Route 70 74 Unit Development

- Resolution Granting Conceptual Approval
- Resolution Granting Technical Approval

Conceptual Approval is conditioned upon the letter from T&M Associates dated October 17, 2016. Mr. J. Flancbaum said that this is for Yehuda Dachs. The Technical Approval is conditioned upon the letter from T&M Associates dated December 5, 2016. Mrs. Lapa read **Resolution # 16-151 Grant Of Conceptual And Technical Approval Locust Street And Route 70 74 Unit Development.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

15. Update of Rules and Regulations

Motion Approving Addendum #20

This addendum includes a section which specifically refers to as-built drawings and provides the requirements. It updates the as-built check list to require that electronic plans must in the NAD 1983 Horizontal Datum and requires hydraulic analysis for all projects require water main extensions during the design phase. It only requires post construction testing at the discretion of the Authority. A motion was made by Mr. Coles, seconded by Mr. Waxman to Update the Rules Regulations. On a roll call, all members present voted, "Yes". **Adopted.**

16. Pine River Village-Project Status

The Maintenance Bond was due to expire December 4, 2016. A letter was sent to the letter company calling in the bond because of outstanding construction punch list items. The Authority can release the Maintenance Bond once all construction punch list items have been addressed and the escrow account charges have been submitted.

VII. Attorney's Report

There is an outstanding debt of \$6,000.00. Mr. Smith has filed suit. Senator Singer asked who has the debt. Mr. Smith said it is a fifteen lot on Lanes Mills Road, Harvard Partners LLC. Mr. J. Flancbaum said that it is an old project that has been on the books for several years and they have not responded to any of the Authority's letters. Mr. Smith said that Harvard Partners LLC did not file an answer in time. So Mr. Smith is taking default and entering judgement.

Mr. Smith updated the commissioners on the suit that has been pending for a while, Horizons At Woodlake Greens. The Authority is an ancillary to the suit. There is a status conference in February. Mr. Smith said he has to appear at the conference and see if he can get everybody in agreement to let the Authority out of this. If that can be done, then it will be over. If not, Mr. Smith will make a formal motion. Senator Singer said if their attorney does not let the Authority out, he wants file a suit against them. Mr. Smith said he will look at it. Senator Singer said to recoup Authority money for time and efforts. There is absolutely no reason for the Authority to be in this suit. Why should the Authority be paying for it? Mr. Smith said in the suit he can make an application for attorney's fees. Senator Singer said, unless the commissioners disagree, if they do not let the Authority out, Mr. Smith should file an additional paper also asking for attorney's fee. Mr. Waxman asked if Mr. Smith should give the other attorney the heads up before the conference, telling him that should he oppose it, it will be a battle. Senator Singer said that it is ridiculous that the Authority has to spend money on something that has nothing to do with us. Mr. Smith said he did very little on it. Senator Singer said but the Authority gets billed for little. Mr. Smith said the reason the Authority is in there is not because there are any claims or damages against the Authority but it is their opinion that they need us in so the court can order us to do whatever has to be done. Senator Singer said that there is nothing for the Authority to do. They are talking about topping of the street. The Authority does not do pavement work. There is no question about the water or sewer lines not being installed properly. They want money for the street to be repaved. That has nothing to do with the Authority. The Authority did not put the lines in. The Authority accepted the lines in order to service them. Mr. Smith said he expects the matter to be dismissed. For a motion to be filed, a brief is required, an affidavit and a certification. Senator Singer he understands that. If it does not get resolved at the status conference, Mr. Smith should file the brief and recoup the Authority's expenses. Mr. Smith said he will do so.

VIII. Executive Director's Report

1. NJDEP Drought Warning

On October 21, 2016, the Commissioner of the DEP issued a drought warning for fourteen counties in New Jersey including Ocean County. A drought warning is one step below a drought emergency where mandatory conservation efforts would be promulgated by the DEP. Right now the DEP is asking water purveyors within the affected counties to request that their customers take voluntary conservation efforts. However as part of the drought warning there are a few things the DEP wants the water purveyors to do. First is to ensure proper functioning of all interconnections. This is not a problem for the Authority because we operate our interconnections daily so we know they are functional. Secondly all purveyors need to conduct a full leak detection survey of the entire system. All identified leaks shall be repaired immediately. Third, the DEP wants the Authority to provide the most recent percentage of unaccounted for water. If it is over fifteen percent, they want the purveyors to identify action that will be taken in the immediate future to remediate the unaccounted water. Lastly, they want all the water purveyors to conduct a water audit. The response to these items must be submitted by December 31. A proposal was received from Mott MacDonald for \$2,500.00 to respond to these items by the deadline. However, this does not include the price for the leak detection survey. There are only a few regional firms that are actually equipped to do a survey on systems our size. They have different types of large equipment that go into the distribution system to conduct the survey. It is not realistic to have the survey done by December 31st. The DEP understands that there will be a backlog. But they want in the response that is submitted to them by December 31st along with the other items a six month plan of when purveyors project to take care of the survey. Mrs. Lapa read **Resolution #16-152 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. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

2. Lead and Copper Rule Requirements

The DEP is asking all public water systems in the State to update their lead and copper sampling plans. The DEP is asking public water systems to submit a lead and copper sampling pool certifications, site certifications and also an updated plan. Mr. Waxman said he thought there are State lab regulations for this. Mr. J. Flancbaum said that this is being promulgated by the EPA. The deadline for submission is January 4, 2017. The Authority received a proposal from Mott MacDonald to prepare these documents for a total of \$15,500.00. Mrs. Lapa read **Resolution #16-153 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 et seq.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. NJUA-JIF Dividend

This year's dividend will be \$6,833.96 which is slightly more than ten percent of our total premium. It is one of the higher dividends that the Authority has gotten in the last several years. As is past years we have opted to take this as a direct credit to our premium

4. Resolution Awarding Snow Plowing Contract for 2016-2017 Winter Season

A proposal opening was held on November 22, 2016. One proposal was received from Snow Services Plus Corporation which is the same company that has been servicing us for several years now. They held the same prices as last year, which is good. The price is \$3,460.00 per month for up three occurrences, whether ice or snow, with a threshold of fifteen inches of snow per month. If the threshold is reached, the Authority is charged

in two inch increments above that. If approved, the contract will commence today and run through March 31, 2017. Assuming we do not reach the threshold on any given month the total contract amount is \$13,281.94. Senator Singer said that the Authority has been very happy with them. They made a concerted effort to clear the sidewalks early so when the staff arrives it is safe. Mrs. Lapa read **Resolution #16-154 Awarding Contract For Snowplowing Services For Winter Season 2016-2017**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**. Senator Singer explained by awarding this contract the Authority does not tax the Township and ask them to help with snowplowing. The Authority can ask the Township but we do not want to pressure them.

5. **Resolution Awarding Lab Testing Services Contract for the Calendar Year 2017**
A RFP opening was conducted on December 1, 2016. Two proposals were received. One proposal was from Precision Analytical Services in Toms River and one from JR Henderson Labs in Beachwood. The prices were reviewed. The Authority recommends award to Precision Analytical Services in Toms River as their prices were lower than the other proposer and the Authority has been very satisfied with their service the last several years. Mrs. Lapa read **Resolution #16-155 Awarding Contract For Laboratory Testing Services**. Motion was made by Mr. Waxman, seconded by Mr. Theibault. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.
6. **Resolution Adopting 2017 Holiday Schedule**
This schedule is mirrored on the Township schedule. Mrs. Lapa read **Resolution #16-156 Adopting Holiday Schedule For the Year 2017**. Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.
7. **Resolution Authorizing 2% Salary Increase to Personnel as of January 1, 2017**
This is the same increase that the Township is doing for their employees. Senator Singer told Mr. Lichtenstein that the Authority mirrors what the Township does. Mr. J. Flancbaum said he received confirmation from the Municipal Manger. Mrs. Lapa read **Resolution #16-157 Authorizing Salary Increases For 2017**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted**.

Senator Singer asked for an update on the solar project. Mr. J. Flancbaum said that the CAFRA application should be submitted this week. The very good news is that the building addition footprint was included in the application. This saves the Authority around \$13,000.00 in CAFRA fees. The solar developer was told that the Authority will split the total fee with them. Confirmation of the fee was received right before the meeting. Senator Singer said that Mr. J. Flancbaum told him that the plans for the addition are coming along and will meet with the department heads before the meeting with subcommittee. Then the subcommittee, Mr. S. Flancbaum and Mr. Theibault, will meet with the architect and go over the details. A presentation will be made to the Commissioners once it is approved. We are looking at funding it one of two ways. Either it will be done with the normal cash flow or look into NJEIT. The reason that the Authority would do it with the NJEIT is because the repayment is over twenty years and seventy five percent is interest free. The other twenty five percent is well below market rate. The Authority has run out of room and needs additional space for personnel. This addition will be with a plan for the future so we will not need to expand again. For additional storage we will be going up and not down as was previously thought.

IX. Instrumentation/IT Department Report

1. SCADA End of Year Update

There is ongoing SCADA progress with respect to the tablet feeder controls, alarm system and the RTU panels for our new ballpark well fields. Now that year end is approaching, Mr. Farina plans to have the SCADA personnel dedicate time with insuring that all documentation and drawings developed throughout the year are up to date and stored in multiple media forms.

2. Utility Pole Relocate Plan

The utility poles that will support our antenna system are scheduled to be relocated on the 12th of December.

3. Microwave and Two-Way Radio Progress

Mr. Farina received quotes from LTW in regards to completing the remainder of the microwave antenna work as well as the two way radio system replacement. This will also include the New Hampshire Avenue tank cable and antenna housekeeping. There are old cables and antennas from previous installations that are no longer in use and need to be removed in order to reduce confusion during servicing. Mr. Farina met with the representative from LTW last Friday to inspect the equipment and cabling on the New Hampshire Avenue Tank in order to formulate a work plan so that we can proceed forward.

IT Status Report:

4. Server Upgrade Project Work

On Wednesday December the 14, 2016 the IT Department along with our IT outside contractor, Look First Technology, will install and wire all of the new hardware and battery backup equipment associated with the long anticipated server infrastructure upgrade project. After 4:30 P.M. that day, when business comes to a close, in an effort to minimize downtime to our personnel, the team will then move the networking from the old server rack to the new and perform all programming and testing and create new firewalls. They will have the new system up and running for the start of the next business day. Additional network configuration and hardware stress testing will be conducted until Saturday December 17th at which point the hardware servers will be switched off and onto virtual servers. This will render the hardware servers unavailable for use from approximately 9:00 A.M. to 3:00 P.M. on that Saturday. After completion of all the testing, the hardware servers will be turned back on and the virtual ones shut down and the system returned to normalcy. All of this will occur under the watchful eye of our IT Coordinator.

5. GIS Demo for Operations Department Personnel

The GIS Specialist has put together a demo of the ArcGIS online mapping capabilities. It contains a basic map showing the primary locations he created based on a document made by our GIS contractor that he located on the server. The map can power both online and mobile applications and can be accessed by traditional desktop software as well. He along with our IT Coordinator is putting together a demo utilizing a tablet and our overhead projector in the conference room for our end users in the Operations Department. We have received the Esri software portion of the grant consisting of 1 ArcGIS Desktop Basic License, 1 level 1 ArcGIS Online Subscription and 5 Navigator for ArcGIS User Licenses. We expect the Leica hardware, associated with this GIS software, and software portion of the grant to arrive any time. The training portion of the

grant is expected to be scheduled some time in December and will consist of a custom instructor lead virtual course probably over two to three days. According to the grant issuer the grant is worth a little over \$100,000.00. According to the Authority's GIS Specialist said in reality it is worth around \$50,000.00 to \$60,000.00.

X. Commissioners' Report

XI. MEETING OPEN TO THE PUBLIC

XII. MEETING CLOSED TO THE PUBLIC

XIII. CLOSED SESSION

XIV. OPEN SESSION

XV. ADJOURNMENT

A **motion** was made by Mr. Coles, seconded by Mr. Theibault to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:49 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA