



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flancabaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

July 11, 2023

- 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 10, 2023 and the Lakewood Shopper on February 9, 2023.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. S. Flancabaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancabaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Monthly Meeting held on June 6, 2023, was made by Mrs. Fish and seconded by Mr. S. Flancabaum. On **roll call**, all seated members voted **“Yes.” Motion carried.**

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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VI. Chief Financial Officer Report

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

1. Motion to Approve Operating Voucher

The Operating Voucher in your Board Packets is \$914,944.05

There were no unusual expenses to note. The Operating List is amended for one invoice from Levin Shea Pfeffer & Goldman in the amount of \$5,362.50 for services rendered. This brings the amended Operating List total to \$920,306.55.

Mr. Sondak recommend that the board approve the Operating Voucher as amended to \$920,306.55 with noted abstentions.

Motion was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all other seated members voted **“Yes.” Adopted.**

Senator Singer asked Mr. Sondak for an update on the collections of the monies owed to us. Mr. Sondak explained the escrow account is up to date. Finance meets with Mr. Ponsi monthly to get project status updates. Melissa Hammond sends out statements for projects that are going into construction phases that use money quickly and could very quickly get into arrears. Those projects are getting statements every two weeks.

VII. Engineer’s Report

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

1. Pine Street & Blvd of the Americas Office (*Owner/Developer: HMR 3, LLC-Tzvi Miller*)

Mr. Ponsi reported on June 30, 2023 a Developer’s Agreement was drafted. The following are the site specific terms for the Developer’s Agreement for the project:

- The Authority and Developer agree connection fees will be charged based on the equivalent usage report submitted by the Developer.
- The Developer agrees to enter into a monitoring agreement where the usage for the building will be monitored for a period of 5 years.
- If the usage of the building exceeds the amount as noted in the monitoring agreement the Developer agrees to pay the overage in connection fees at the Authority’s connection fee rate at the conclusion of the monitoring period. The Authority will not reimburse the Developer if they use less than what was estimated.
- Connection Fees must be paid prior to installation of the meter.

At this time the Authority may accept the terms of the Developer’s Agreement as indicated in Schedule ‘B’.

Senator Singer asked if we know the developer and if we require a bond for this. Mr. Ponsi began by saying we don't know the developer and there is no bond required. The only terms of this agreement are the connection fees. The developer requested not to use the State numbers which are usually high in comparison to what is actually used. Mr. J. Flancbaum continued, their engineer, New Lines Engineering made the request to use the equivalent usage. We put it into the developers agreement and then the agreement along with schedule B gets recorded at the Ocean County Clerks Office. Sometimes after 5 years they owe us money and sometimes not.

- **Resolution No. 23-61** Authorizing the Execution of a Developers Agreement for Pine St. & Blvd of the Americas Office

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

2. **OLV Sanitary Sewer Upgrades Conceptual Design and Cost Analysis**

Mr. Farrell reported that at this time the Authority may award a professional services contract to T&M Associates for engineering services to provide a conceptual plan and cost analysis for improvements to the Authority's sanitary sewer system with Original Leisure Village in the cost not to exceed amount of \$41,000.00.

- **Resolution No. 23-62** Awarding Professional Services Contract for OLV Sanitary Sewer Upgrades, Conceptual Design & Cost Analysis
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

3. **Regulatory Compliance Assistance 2023**

Mr. Farrell reported that on June 16, 2023 the Authority received a change order request proposal from Remington & Vernick Engineers to prepare the renewal of the Discharge to Ground Water (DGW) permit for Well 17 and the renewal of the OCUA Industrial Discharge Permit (IDP) in the cost not to exceed amount of \$6,000.00.

At this time the Authority may award change order #1 to Remington & Vernick Engineers' Regulatory Compliance Assistance 2023 contract in the cost not to exceed amount of \$6,000.00 to complete the renewal of the DGW permit for Well 17 and the renewal of the OCUA IDP.

- **Resolution No. 23-63** Awarding Change Order #1 for Regulatory Compliance Assistance 2023
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

4. **Sanitary Sewer Extension to Old Pine Acres**

Mr. Farrell reported that on June 19, 2023 the Authority received change order request #2 from CME Associates for engineering services to address drainage improvements on Ronald Road at the request of Lakewood Township in the cost not to exceed amount of \$6,337.00.

At this time the Authority may award change order request #2 for CME Associates for engineering services addressing drainage improvements on Ronald Road at the request of Lakewood Township in the cost not to exceed amount of \$6,337.00.

- **Resolution No. 23-64** Awarding Change Order #2 for Sanitary Sewer Extension to Old Pine Acres
Motion was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted **“Yes.” Adopted.**

5. **Shorrock Street Water Treatment Plant Greensand Plus Changeout**

Mr. Farrell reported that on June 6, 2023 the Authority received change order request #2 for Derstine Company from Owen, Little and Associates for a credit of \$20,000.00 to close out the project.

At this time the Authority may award change order #2 to Derstine Company for a credit of \$20,000 in order to close out the project.

- **Resolution No. 23-65** Awarding Change Order #2 for Shorrock Street Water Treatment Plant Greensand Plus Changeout
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes.” Adopted.**

6. **Well 2 Replacement Design and Construction**

Mr. Farrell reported that on July 7, 2023 the Authority received two (2) bids for the for the Well 2 Replacement Design and Construction project. Bids received ranged from \$1,439,200.00 to \$1,990,870.00. The two (2) apparent lowest bidders are:

- AC Schultes \$1,439,200.00
- Uni-Tech Drilling Co \$1,990,870.00

At this time the Authority may award the contract to the lowest qualified bidder, AC Schultes, for the Well 2 Replacement Design and Construction project conditioned on the review and recommendations of the Authority Attorney and Remington & Vernick Engineers in the amount of \$1,439,200.00.

- **Resolution No. 23-66** Awarding Contract for Well 2 Replacement Design and Construction
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes.” Adopted.**

Senator Singer asked for an update on the Rutgers Blvd water main extension project.. Mr. J. Flancbaum said that we came up with an alternate alignment for the water main extension. Mr. Farrell and Colliers worked on it and it seems like the alternate alignment is not going to require any approval from Green Acres. I instructed Colliers to set up a pre-app meeting with the DEP sjnce we’re still going to do a

directional drill under the Metedeconk branch. We will also need acquire an easement from a private property owner.. I spoke with the attorney who represents the property owner and he seems to think it shouldn't be an issue. We will have to get an appraisal on that but as of now it seems like we will not need to go through Green Acres.

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 authorizing the procurement of electricity through a reverse auction

Mr. J. Flancbaum reported that our contract with the third party supplier for our New Hampshire Avenue facility recently expired. We are looking to run a reverse auction towards the end of the month and for authorization to award the contract to the company offering the lowest price as long as it is below the JCP&L price to compare.

The contract would be for energy supply when we are not on solar.

The estimated annual savings are just over \$33,000.

- **Resolution No. 23-67** Authorizing the Procurement of Electricity through a reverse auction **Motion** was made by Mrs. Fish and seconded by Committeeman Lichtenstein. On **roll call**, all seated members voted **"Yes."** **Adopted.**

2. 2023 Consumer Confidence Report

Postcards notifying our customers that CCR's are available were sent out several weeks go in advance of the deadline. The CCR is available on our website and can be mailed or emailed to our customers upon request.

3. 2024 Holiday Calendar

The Township of Lakewood closed for Juneteenth this year. As we mirror the Township's holiday calendar we will do the same thing in 2024 but we will be open Lincoln's birthday.

Senator Singer asked for an update on meter repairs. Mr. J. Flancbaum reported that we are holding steady at about 100 meters that still need to be repaired or replaced. We sent out notices to those residential customers about 1 week ago. For commercial, we have done about 50 of the 200. Notices went out last week for these as well.

X. Technical Operations Report

Given by Mr. Bob Farina, Director of Operations

Operations Dept.:

1. Our yearly flushing operation is due to be completed by months end. We are currently working to ID tag all new hydrants in our system utilizing a new piece of equipment.
2. A service manway is being fabricated in our shop for the Shorrock St. backwash tank that has never had one like the tanks at the N.H. Ave site does. This will make routine maintenance on the tank quicker and safer.
3. Due to our successes with in-house training regarding the development of water treatment operators from Field Technicians and given the lack of qualified operators to hire outright, we have removed our advertisement for the licensed operator and have hired another Field Technician to replace a current person that will be sitting for his Treatment License exam in Late August or early September. Providing no one leaves the Authority we will be at a full roster with Operators and Field Technicians. The new Field Tech. employee started on July 10th.

Technical Operations Dept.:

4. All SCADA and Communications systems are up and running well.
5. All SCADA servers are now upgraded.

IT Dept.:

6. Authority internet has been cut over to Verizon with secondary backup service on Optimum, the phone service is also in the process of being cut over as we are awaiting licenses.
7. We have one last site to complete at Well #15 regarding card key access. The Shorrock St. well site buildings will be put on hold until the main fiber optic line is replaced.

GIS/Cyber-Security Dept.:

GIS:

8. After physically visiting each hydrant in the field and coordinating with Operations and Billing, the hydrant review is complete. Now this information will be used to recreate flushing maps and creating hydrant asset ID's.
9. In the process of utilizing GIS to plan, track and manage the in-house and third-party bulk meter replacement efforts.

Cyber-Security:

10. The NJ Cyber JIF survey is completed and was submitted on time.
11. The NJ State and Local Cybersecurity Grant Program application has also been completed as we are now waiting to hear a response back as to what services the Authority will qualify for.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion to adjourn made by Mr. Theibault and seconded by Mrs. Fish
The meeting was adjourned at 10:25 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA