



**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**

**February 1, 2022**

- I. Senator Singer opened the meeting at 2:23 P.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 18, 2021 and The Tri Town News on February 24, 2021 and again in the Asbury Park Press on January 6, 2022 and in the Tri Town News on January 12, 2022.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mayor Coles, 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. Colin Farrell, Director of Engineering and Mr. Adam Ponsi, P. E.
- V. **Minutes**  
A **motion** to approve the minutes of the Water Rate Hearing, The Water & Sewer Connection Fee Hearing and the Regular Meeting held on January 4, 2022, was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes"**.  
**Motion Carried.**
- VI. **Chief Financial Officer Report** given by Mr. Donald Sondak, CFO/Human Resources Director
  1. **Budget Update**

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**LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

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At the January 4, 2022 Board Meeting, Resolution No. 22-04 was passed which adopted the 2021-2022 Budget. With that approval, the budget was sent to the DCA for adoption by the DCA. The DCA has adopted our submission which is their final approval. Therefore, our 2021-2022 budget process is complete. Our final 2021-2022 budget has been posted to the Lakewood Township MUA website. Thank you to Mr. Bauer for leading the way with the DCA process and for all your help.

## **2. New Payroll System Update**

As discussed at previous board meetings, the Lakewood Township MUA implemented a new payroll system called Paylocity beginning with January 2022. To date, we have processed 2 payroll cycles. The system is operating well and the time capture component for the Field Staff has been smoothly adopted. We are continuing with a few transition items but overall the process went extremely well. I'd like to recognize Melissa Hammond who joined us in June of 2021. Melissa brought with her extensive experience in Payroll. She managed the day-to-day implementation of Paylocity as well as the processing of payrolls. Her efforts contributed greatly to the smooth system implementation as well as the adoption of the system by the staff.

## **3. Sensus Migration to Cloud Update**

Our Billing Team has been working with IT to migrate the Sensus system to a cloud-based solution. The Sensus system communicates with our meters and provides readings which are integrated into Edmunds for billing. We are currently running the new cloud system in parallel with the legacy local based system. We expect to sunset the legacy system near the April timeframe. The new system provides an analytical component to the billing effort which will be a welcome addition. As part of the parallel phase, we are using the analytics capability of the new Sensus and have begun correcting problems. I'd like to recognize Nancy Stansbury who has managed the day-to-day implementation of the new Sensus system for the Billing Team which she leads. Nancy, with her Billing Specialist Lissia Maneira, have validated data, investigated out-of-the-ordinary results, led the project team through portions of the project and will ultimately use this system on a daily basis. Her efforts will lead to greater efficiency in the operation of the billing team and will improve the quality of our billing efforts by providing insight into issues which she and her team can work to correct.

## **4. Motion to Approve the Operating Voucher**

The Operating Voucher in your Board Packets is \$637,563.53. There are no out-of-the-ordinary monthly issues to note. The Operating Voucher is amended for two Levin Shea Pfeffer & Goldman PA invoices of \$4,837.50 and \$832.50 for a total of \$5,670.00. This brings the Amended Operating Voucher total to \$643,233.53. I recommend that the board approve the Operating Voucher, as amended to \$643,233.53, with noted abstentions.

- Motion was made by Mrs. Fish and seconded by Mayor Coles. **On roll call**, all seated members voted **“Yes.” Adopted.**

**VII. Engineer's Report** given by Mr. Colin Farrell, Director of Engineering

- 1. Ridge Avenue School & 15 Lot Subdivision (*Bais Reuven Kamenetz of Lakewood, Inc-Yisroel Olebaum & Menachem Gutfreund & Kiryas Chaim Estates, LLC-Saul Mitrahi*)**  
Grant Engineering issued the conceptual and technical review letter number 7 on January 31, 2022. The Authority may grant approval conditioned upon the terms in this letter.

- Resolution No. 22-16 Granting Amended Conceptual & Technical Approval Ridge Avenue School & 15 Lot Subdivision

Motion was made by Mrs. Fish and seconded by no one. The resolution did not move.

Mr. Pfeffer asks if any board members have any questions regarding why we are doing the amended resolution. Mr. Theibault asks where geographically is this development. Mr. J. Flancbaum responds saying it's on Ridge Avenue just east of the intersection of Ridge and Brook. This school is currently under construction so you could see the school building being built now. It has a 15 Lot Subdivision which is owned by the school that was previously granted technical approval by us and now the amended technical approval is to add the subdivision which is right behind the school so they could share some of the infrastructure improvements.

Mr. Pfeffer adds these two developers approached the MUA as apparently they have been working together and doing a lot of joint applications to save on some fees on some of the outside agencies.

Resolution No. 22-16 Granting Amended Conceptual & Technical Approval Ridge Avenue School & 15 Lot Subdivision is read again. Motion was made by Mrs. Fish and seconded by no one. Senator Singer instructed Mr. Pfeffer to inform the developer they were not approved.

- 2. Chestnut Gardens (*Albert Greens, LLC-Mordechai Eichorn*)**

The Authority issued a letter detailing the amounts the performance guarantees may be reduced.

- Resolution No. 22-16 Reducing Performance Guarantees Chestnut Gardens

Motion was made by Mrs. Fish. There were no further responses at this point. Senator Singer asked if everyone is on the line, is there a problem today? Mayor Coles seconded the motion and apologized for having phone issues today. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

- 3. Cellular Antennas Airport Road Tank**

One bid was received on January 7, 2022 from Dish Wireless for the installation of cellular antennas at the Airport Road Tank in the amount of \$35,000.01 per year and a one time fee of \$10,000.00 for professional services.

- Resolution No. 22-17 Awarding Contract Cellular Antennas Airport Road Tank

Motion was made by Mayor Coles seconded by Mr. Theibault. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

**4. Sanitary Sewer Replacement Old Leisure Village (OLV)**

Morgan Engineering issued a review of change order request 1 from James R. Ientile, Inc. to close out the project in the amount of \$4,181.36. This includes increases for additional work and deductions due to items not needed in the contract.

- Resolution No. 22-18 Awarding Change Order No. 1 Sanitary Sewer Replacement OLV

Motion was made by Mrs. Fish seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

**5. Well No. 2 Replacement Design and Construction**

A proposal was received by Remington & Vernick Engineers for the replacement of Well 2 in the cost not to exceed \$79,200.00.

- Resolution No. 22-19 Awarding Professional Services Contract Well 2 Replacement Design & Construction

Motion was made by Mrs. Fish seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

**6. Airport Road Tank Painting 2022**

A proposal was received from Richard A. Alaimo Associates to prepare specifications for the painting of the Airport Road Tank in the cost not to exceed \$47,000.00.

- Resolution No. 22-20 Awarding Professional Services Contract Airport Road Tank Painting 2022

Motion was made by Mrs. Fish seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

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

A proposal was received from CME Associates for survey, design, permitting, bidding, & construction administration services for the sanitary sewer extension to Old Pine Acres in the cost not to exceed \$307,000.00.

- Resolution No. 22-21 Awarding Professional Services Contract for Old Pine Acres sewer main extension.

Motion was made by Mrs. Fish seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

**8. Old Leisure Village (OLV) & Leisure Village East (LVE) Irrigation Metering**

A proposal was received from Van Cleef Engineering for engineering services for metering irrigation usage in the OLV and LVE in the cost not to exceed \$233,800.00.

- Resolution No. 22-22 Awarding Professional Services Contract OLV & LVE Irrigation Metering

Motion was made by Mayor Coles seconded by Mrs. Fish. On **roll call**, all seated members voted “**Yes**”. **Adopted.**

Senator Singer suggests going back to item no. 1 once more.

**Ridge Avenue School & 15 Lot Subdivision** (*Bais Reuven Kamenetz of Lakewood, Inc-Yisroel Olebaum & Menachem Gutfreund & Kiryas Chaim Estates, LLC-Saul Mizrahi*)

- Resolution No. 22-23 Granting Amended Conceptual & Technical Approval Ridge Avenue School & 15 Lot Subdivision

Motion was made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, Mrs. Fish and Mrs. Miller votes “**Yes**” and Mayor Coles, Mr. Theibault and Senator Singer abstained. Senator Singer asked Mr. Pfeffer if this passes with two votes. Mr. Pfeffer confirms that it does pass. **Adopted.**

#### **VIII. Attorney's Report**

Mr. Pfeffer thanks the board on behalf of himself and his partner Ian Goldman for their vote of confidence. They appreciate the work and the job they do here.  
Business as usual for the MUA.

#### **IX. Auditors Report**

Mr. Bauer reports the audit for 2021 is going excellent. I have gotten most of the adjustments to Don and he’s got them in the system and everything looks great. For the 2020 audit the last item is still the open actuarial report and the state recently just updated their website from saying nothing to say coming soon so that’s very positive and hopefully we will get that very soon.

#### **X. Executive Director’s Report** given by Mr. J. Flancbaum, Executive Director

##### **1. Awarding Contract for Computer and Local Area Network Maintenance and Support**

We received a proposal from LookFirst Technology for \$19,889.25. LookFirst has been our IT consultant for many years and provides us with excellent support and service.

- Resolution No. 22-24 Awarding Contract for Computer and Local Area Network Maintenance Consulting and Support to LookFirst Technology

Motion was made by Mrs. Fish seconded by Mayor Coles. On **roll call**, all seated members voted “**Yes**”. **Adopted.**

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

### **Operations Dept.:**

1. Well #7 parts and materials have shipped and as soon as they are received by the well driller, he will immediately commence work on the well.
2. The facility high voltage switchgear maintenance that we had performed last month resulted in a success with many potential problems found and repaired. In addition, the contractor found the job was not nearly as involved as first thought so the total cost ended up being \$3000.00 rather than the initial quote of \$10,800.00.
3. As a result of the switchover to sodium hypochlorite disinfection at the New Hampshire Water Treatment Plant, the post chlorination room located in the Operation's Building has become no longer needed. The space is being converted to extending a much-needed space to the existing locker room that is just on the other side of the wall to this space. All the work is being performed in house with only masonry work being contracted out.

### **Technical Operations Dept.:**

4. All SCADA and communications systems are running fine.
5. All paperwork and a visit from our insurance underwriter has been complete with regards to the Authority's insurance claims having to do with last year's lightning strikes.

### **IT Dept.:**

6. The Sensus upgrade is 98% completed, the remaining 2% is related to backend training which involves converting telecommunications completely over to the cloud.
7. Leon ensures that all the Authority's vendors that utilize software that is vulnerable to the Apache Log4j virus is prioritizing their vulnerabilities to address and ultimately prevent an attack from said virus.
8. Cellular 3G service is slated to be shut down forever in February 2022 by the FCC. We have upgraded all our fire and security devices that utilize communication to 4G service because 5G does not exist yet and will not be any time soon. We are awaiting a proposal to upgrade our fleet GPS to the same.
9. We are preparing updated drawings for our entire SCADA network to insure minimal downtime during failures.

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

#### **GIS:**

10. Coordinated compliance with Daniels Law.
11. Assisted in the submittal of the Lead Service Line Survey.

#### **Cyber-Security:**

12. Launched first round of training for 2022
13. Distributed a targeted phishing test to all employee's and then followed up with discussions with the entire staff on what to look for.

## **XII. Commissioners' Report**

Mr. Theibault thanks Mayor Coles, Committeeman Lichtenstein, Deputy Mayor Miller, Committeeman D'Elia, and Committeeman Ackerman for his reappointment to the MUA. He said he appreciates all the support and he will do the job to the best of his ability.

**XIII. MEETING OPEN TO THE PUBLIC**

**XIV. MEETING CLOSED TO THE PUBLIC**

Senator Singer thanks the Board for their support and being the leadership team and for serving the people of Lakewood Township. Thank you to all of our staff, this has been trying times dealing with Covid and they have been great picking up the slack. We appreciate that very much and we look forward to another great year together and we thank our Executive Director for his fine work he's done and again to all our professionals, we are glad to see you back.

**XV. ADJOURNMENT**

A **motion** was made by Mrs. Fish, seconded by Mayor Coles to adjourn meeting. **On roll call**, all seated members voted **"Yes"**. The meeting was adjourned at 2:53 P.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA