



**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

august 3, 2022

- 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 March 4, 2022 and The Tri Town News on March 9, 2022.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, 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. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting Minutes held on July 6, 2022, was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted “**Aye.**” **Motion carried.**
- VI. **Chief Financial Officer Report**  
Given by Mr. Donald Sondak, CFO/Human Resources Director

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## LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701  
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### **1. Resolution 22-59 to approve GAC debt funding application**

Mr. Sondak reported the Authority Capital Budget 2022 includes the design and construction of PFA treatment facilities system-wide to ensure compliance with new and emerging EPA and NJDEP regulations. The project is indicated as funded through Debt Authorization in our budget. We need a resolution approving the Authority's intention to file an application with the New Jersey Department of Environmental Protection and New Jersey Environmental Infrastructure Trust to fund this project.

- **Resolution No. 22-59 Approving Lakewood MUA Intentions to file an Application with the NJDEP and the NJEIT**

**Motion** was made by Mr. Theibault and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

### **2. Operating Voucher**

The Operating Voucher in the Board Packet is \$1,236,078.66. Mr. Sondak reported that this included a quarterly payment to the OCUA in the amount of \$626,045.00. Further, the list is hereby amended with a Levin Shea Pfeffer & Goldman invoice in the amount of \$1,500.00 and an IRS payment for payroll taxes in the amount of \$3,172.17 to a revised total of \$1,240,750.83. He recommended that the Board approve the Operating Voucher, at \$1,240,750.83 with noted abstentions.

Senator Singer asked Mr. Sondak to explain what the IRS payment was for. Mr. Sondak said that it goes back to 2020, during Covid there was opportunity for us to attempt to take some payroll tax credits for people who were out sick with Covid. The IRS isn't allowing us to take these credits because we are a government agency so now we are paying it back.

- Motion was made by Mr. Theibault and seconded by Mr. S. Flancbaum. **On roll call**, all seated members voted **"Yes" with noted abstentions. Motion carried.**

30 min: Mr. Bauer reported everything is going great. We did receive the actuarial report and are getting ready for the new budget. There are large increases coming for health benefits.

## **VII. Engineer's Report**

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

### **1. Avenue of the States Office Building #2**

Mr. Ponsi stated that at this time the Authority may authorize the execution of the developers agreement as there are no site specific terms.

- **Resolution No. 22-60** Authorizing the Execution of Developers Agreement Avenue of the States Office Building #2  
**Motion** was made by Mr. S Flancbaum and seconded Mrs. Fish. On **roll call**, all seated members voted **"Yes"**. **Adopted.**

## 2. Route 88 & Boulder Way 4 Townhome Development

Mr. Ponsi reported that on July 16, 2022 Grant Engineering issued final review #2 and the Authority may grant final approval for the Route 88 & Boulder Way 4 Townhome Development conditioned upon the Grant Engineering review letter dated July 16, 2022.

- **Resolution 22-61** Granting Final Approval Route 88 & Boulder Way 4 Townhome Development  
**Motion** was made by Mr. S. Flancbaum and seconded by Mrs. Fish. On **roll call**, all seated members voted **“Aye”**. **Adopted.**

## 3. OLV & LVE Irrigation Meters

Mr. Farrell reported on July 26, 2022 the Authority received two bids for the purchase of Cold Water Meters for the OLV & LVE Irrigation Metering project; Ferguson for \$111,925.75 and Core & Main for \$216,800.00. On July 28, 2022 the Authority issued a letter recommending approval to the lowest bidder, Ferguson. At this time the Authority may award the contract to Ferguson for the purchase of cold-water meters for the OLV & LVE Irrigation Metering project conditioned upon the review and recommendation of the Authority Attorney and Authority’s Director of Engineering in the amount of \$111,925.75.

- **Resolution No. 22-62** Awarding Contract OLV & LVE Irrigation Meters  
**Motion** was made by Mr. S. Flancbaum and seconded by Mrs. Fish. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

## 4. Cellular Antennas Ridge Avenue Tank

Mr. Farrell reported on July 28, 2022 the Authority received 1 bid for the leasing space for cellular equipment on the Ridge Avenue Tank. At this time the Authority may award the contract to T-Mobile Northeast, LLC to lease space for cellular telecommunications equipment at the Ridge Avenue Water Storage Tank in the amount of \$36,000 per annum with a 3% annual rate increase conditioned upon the reviews by the Authority Director of Engineering and the Authority Attorney.

Mr. Theibault asked if Verizon was already on the tank?” Mr. J. Flancbaum said yes, Verizon still is and we have multiple cell carriers on the tank.

- **Resolution No. 22-63** Awarding Contract Cellular Antennas Ridge Avenue Tank  
**Motion** was made by Mr. S. Flancbaum and seconded by Mr. Theibault. On **roll call**, all seated members voted **“Yes”**. **Adopted.**

## 5. Shorrock Street Back Up Well

Mr. Farrell reported on July 21, 2022 the Authority received a proposal from ARH Associates for surveying, permitting, design and construction administration services for a backup well at the Shorrock Street Well Field in the cost not to exceed amount of \$79,920.00. At this time the Authority may award a professional services contract to ARH Associates for surveying,

permitting, design and construction administration services for a backup well Field in the cost not to exceed amount of \$79,920.00.

- **Resolution No. 22-64** Awarding Professional Contract Shorrock Street Back Up Well **Motion** was made by Mr. S. Flancabaum and seconded by Mrs. Fish. **On roll call**, all seated members voted **“Yes”**. **Adopted**.

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

Mr. Farrell reported on July 18, 2022 the Authority received a proposal from Owen, Little & Associates for design, bidding and construction administration services for changing out the greensand plus at the Shorrock Street Water Treatment Plant in the cost not to exceed amount of \$29,380.00. At the time the Authority may award a professional services contract to Owen, Little & Associates for design, bidding and construction administration services for changing out the greensand plus at the Shorrock Street Water Treatment Plant in the cost not to exceed amount of \$29,380.00.

- **Resolution No. 22-65** Awarding Professional Services Contract Shorrock Street Water Treatment Plant Greensand Plus Changeout **Motion** was made by Mr. S. Flancabaum and seconded by Mrs. Fish. **On roll call**, all seated members voted **“Yes”**. **Adopted**.

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

**IX. Executive Director's Report**

Given by Mr. J. Flancabaum, Executive Director

1. Delinquent Balance Update

Mr. J. Flancabaum reported that the following are the numbers as of Friday, July 29, 2022:

- On March 15, 2022, we had approximately \$750,000 of arrearages dating back to early 2020.

Once the moratorium on enforcing payment of water & sewer arrearages was lifted by the State in March, we collected just about \$410,000. We currently have 73 customers on payment plans with a balance totaling approximately \$34,000 and \$305,000 on the tax list of which we've already collected about \$13,000 the last 3 weeks.

2. Meter Repair Update

Mr. J. Flancabaum reported we currently have 187 meters that need to be replaced or repaired. 171 of these are 5/8” meters which we are unable to replace at this time as we are low on inventory. We placed an order over four months ago, but we have not gotten a firm ship date yet. We have been looking at a new meter made by Master Meter which is essentially the same price as our Sensus Iperls as a more readily

available alternative to our current Sensus meters. We were told that they will integrate into our meter reading infrastructure, so we have installed a demo and are awaiting results. He will keep the board updated on the progress.

## **X. Technical Operations Report**

Given by Mr. Bob Farina, Director of Operations

### **Operations Dept:**

1. The sewer rehabilitation project on Huntington Ave in the OLV is now complete with satisfying results.

### **Technical Operations Dept:**

2. All SCADA and Communications systems are functioning properly.
3. All smart UPS back up power supplies are up and running at 4 main remote communication equipment sites.
4. Our TGB unit (automatic customer water meter read station) upgrade is completed.

### **IT Dept:**

5. The Shorrock St. network maintenance is completed which involved the cleanup of all wiring to the firewall and the installation of a repeater in the WTP to facilitate better cell phone reception in the building.
6. The network installation for the Vehicle storage Building is also completed enabling connectivity to the rest of the facilities communication. This now allows us to move forward with the card key access new system upgrade that is slated for August 15, 16 and 17<sup>th</sup>.

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

#### **GIS:**

7. Submitted Lead and Copper Inventory to the NJDEP.
8. Provided GIS data for the Water Master Plan submittal.
9. Provided Utility data for County Roads projects.
10. Attended a virtual ERSI User Conference.

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

11. Authority staff completed online Ransomware and Phishing training.
12. Completed the CompTIA Cybersecurity Analyst Training and am currently on the waitlist for the Security+ Boot Camp. Both classes are sponsored by the NJ Cybersecurity and Communications Integration Cell.
13. Attended the Cybersecurity Summit in Philadelphia.

## **XI. Commissioners' Report**

Senator Singer reported that he and Mr. J. Flancbaum did see Rob Sickle and we are still interested in looking at electric pick-up trucks. We would like to try one or two to see how they operate. They are still not available so we will continue to watch for them.

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

**A motion** was made by Mr. Theibault seconded by Mrs. Fish to adjourn meeting. On voice vote, all members present voted, “**Aye**”. The meeting was adjourned at 10:18 A.M.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA