



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Vice Chairman

Anne Fish, Treasurer

Samuel Flancbaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

February 4, 2014

- I. Senator Singer opened the meeting at 2:10 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey immediately following the Annual Reorganization Meeting.
- 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 11, 2013 and The Tri Town News on February 13, 2013.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**

On the roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Sernotti, Mr. Coles, Mr. Waxman, Mrs. Fish and Senator Singer. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Paul Morrill, P. E., Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.

Senator Singer congratulated Mr. Coles and Mr. S. Flancbaum on being re-appointed by the Township as commissioners for the Authority.
- V. **Minutes**

A motion to approve the minutes of the Regular Meeting held on January 7, 2014, was made by Mr. Waxman and seconded by Mr. Coles. On **roll call**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Senator Singer voted "**Yes**". Mrs Fish abstained since she did not attend meeting. **Motion carried.**
- VI. **Accountant's Report**

Mr. Bauer reported that the Audit is still going very well. He is working on requirements for the bonding on the Capital Projects. Mr. Bauer is working with Mr. Ponsi on the final aspects of it. This year it looks like there is a substantial increase in the excess revenue over expenses than in previous years. The Authority is in good shape. Budget seems to be on target. Senator

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Singer said that hopefully soon the Personnel Committee will be meeting with CFO applicants. Several good applicants were received. The process for advertising was changed. In the past the Authority received hundreds of applicants with ninety percent not being qualified. Now the Authority requires the applicant to fill out an application with a resume online or come in person to deliver the application. The Authority received eight applicants instead of hundreds. Hopefully the person that is chosen will be in front of the Personnel Committee and Board within the next thirty to sixty days. Mr. Bauer will help oversee the CFO at the beginning to get them headed in the right direction. The CFO will be assuming a lot of things going on here that ends up on Mr. Bauer's desk. Mr. Bauer has been very good about it. This will cost Mr. Bauer some money. A portion of the CFO's salary will be in-house. This will give Mr. Flancbaum controls he needs on a daily basis as the Authority grows.

VII. Engineer's Report

1. Cedarwood Hills

- Resolution Granting Conceptual Approval

In the packet is a letter from the Authority dated January 15, 2014 detailing conceptual review of the project. Mr. Morrill recommends approval of the resolution. Mrs. Lapa read **Resolution # 14-15 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Conceptual Approval Cedarwood Hills**. Motion was made by Mr. Sernotti, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Quick Check Cedar Bridge Avenue

- Resolution Granting Conceptual Approval
- Resolution Granting Technical Approval

In the packet is a letter from the Authority dated January 30, 2014 detailing conceptual review. Senator Singer said the he will pass the gavel over to Mr. Waxman on this item on the agenda. He is doing some financing with this project. Mrs. Lapa read **Resolution # 14-16 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Conceptual Approval Quick Check Cedar Bridge Avenue**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". Senator Singer abstained. **Adopted**.

In the packet is a letter from the Authority dated January 24, 2014 detailing technical review. Mrs. Lapa read **Resolution # 14-17 On Site And Off Site Water And Sanitary Sewer Extension Grant Of Technical Approval Quick Check Cedar Bridge Avenue**. Motion was made by Mr. Coles, seconded by Mr. Sernotti. On **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". Senator Singer abstained. **Adopted**.

Mr. Waxman handed the gavel back to Senator Singer

3. Woodlake Greens

- Resolution Reducing Performance Guarantees

On January 17, 2014 a request was made from Horizons at Woodlake to release their Cash Guarantees and holding their Performance Bonds. Mr. Flancbaum said a phone poll was done a few weeks ago. This is ratifying the phone poll. Mrs. Lapa read **Resolution # 14-18 Reduction of Performance Guarantees Water And Sanitary Sewer Systems Horizons At Woodlake Greens, LLC**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Wells #5 & #8 Relocations and Redrilling

- Resolution Awarding Change Order #1

This is Change Order No. 1 from Hatch Mott MacDonald in the amount of \$46,251.00. Most of it is for the well heads for the project which are done separately. They are a pitless adapter. The Authority did not have it in the bid. They cost approximately \$22,000 apiece. \$44,000 of this is for the apparatus that has to be fitted over the top of the well head in order for all the wiring to be connected. Senator Singer asked who did the original specifications. Mr. Morrill responded that Hatch Mott MacDonald did it. Senator Singer said that he would like Mr. Morrill to note to them that the Authority is not happy. Mr. Morrill said that he would like to explain. Well No. 16 was a re-drilling and was done as an emergency situation. The pitless adapter was taken out of those specifications so that the Authority can purchase it separately to speed up the process. If the Authority had to wait for the bidding, the shop drawings and purchasing it would have slowed down Well No. 16. A standard set of specifications that had been accepted had the pitless adapter taken out of it. Hatch Mott MacDonald took it and reproduced it for these two wells. They did not pick up on the fact that it had been a separate item. We did not pick up on it. Therefore it was not included. Senator Singer said that they are paid for find those things. They are the Authority's backup. They are an outside contractor that is paid to do that. They were given a boiler plate that they almost did not have to charge us for. Then they did not pick up the fact that something was left out. That is how quickly they looked at it. Senator Singer told Mr. Morrill that he understands what he is saying but they are being paid not to make these mistakes and we are finding more and more mistakes. The last episode was the whole project over here. If they do not get their act together, we will get someone that does. This Change Order shows that they did not really look at the specifications. Mr. Morrill said he agrees with Senator Singer. He was explaining how this Change Order came about. Senator Singer said what bothers him is that they just made copies and charged the Authority. Mr. Morrill said we could have run the copies ourselves. Senator Singer said this annoys him. The other commissioners agreed with him. Mrs. Lapa read **Resolution # 14-19 Authorizing Change Order #1 And Extend Contract Relocation And Redrilling Wells 5 and 8.** Motion was made by Mr. Coles, seconded by Mr. Sernotti. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Brick Township Municipal Utilities Authority Interconnections

- Resolution Awarding Change Order #1 to Professional Services Contract
- Resolution Awarding Change Order #1

The first resolution awarding Change Order No. 1 for a Professional Services Contract is for GTS Consultants. In the packet is a letter from GTS Consultants dated December 12, 2013 detailing the change order request and also a description of Mr. Voeltz's labor with the detail of the amount of time spent on the project. The change order is in the amount of \$15,000.00. Mr. Morrill recommends approving the resolution. Mr. Morrill said it was a difficult project to say the least. The detail that he submitted shows that they are not actually charging the Authority for a substantial amount of the time he spent. Mr. Flancbaum said the Authority worked with GTS on this change order request for the last several months. It was something that was presented to the Authority. We met with them and went back and forth with them. As Mr. Morrill mentioned there was a lot of items that was taken out. Some of these items go back to the original design. Mrs. Lapa read **Resolution # 14-20 Authorizing Change Order #1 And Extend Contract Brick Township Municipal Utilities Authority Interconnection.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

The next change order resolution is for the contractor. This is for modifications that had to be done to the plans in the amount of \$33,019.00. Mr. Morrill recommends approving the resolution. The original change order amount was \$46,878.00 up until Friday. The Authority worked with GTS and the contractor and we were able to get the amount down to \$33,019.00. Mr. Flanbaum said that this includes a \$19,000.00 credit. Mr. Morrill said that the Authority had to completely redesign. The old pumps were gotten rid of. The twenty five horse power pumps were switched to the five horse power pumps. An electric control valve had to be put in. The cost was \$18,000.00. This was needed in order to control the interconnection. At the present time it was delivering more water than the Authority was supposed to get. Mrs. Lapa read **Resolution # 14-21 Authorizing Change Order #1 And Extend Contract Brick Township Municipal Utilities Authority Interconnection.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted.** Senator Singer asked Mr. Smith if the Authority is locked in solid with this contract. Mr. Smith said yes. Senator Singer said to please make sure. Mr. Lacey will be there for two more years, but there has been a change in government in Brick Township. We do not know what will happen after two years. Mr. Smith said he spoke to Mr. Jerry Dasti in December with this thought on his mind. They both reviewed it and were both of the mind that it is a binding contract. Mr. Waxman asked if it can be confirmed with a letter. Mr. Smith said he can. This is a ten year contract.

6. Abandonment of the Woodlake Pump Station

Resolution Awarding Professional Services Contract

This resolution awards a contract to Van Cleef in the amount of \$82,275.00. There is a proposal from them dated January 30, 2014. Mr. Waxman asked how come it is so high. Mr. Morrill said it is a very complicated project. Mr. Flanbaum said it includes finalizing the design, State permitting, DOT, CAFRA, DEP and easements that have to be acquired. It is a large project. Senator Singer asked where we have pump stations. Mr. Morrill said at the present time we have three pump stations and there are plans to eliminate two of them. Senator Singer asked can anything be salvaged from them. Mr. Morrill said no. Senator Singer asked if even the pumps cannot be salvaged. Mr. Morrill said that they do not fit any place that he can think of. Senator Singer asked if it can be sold. Mr. Morrill said that we can attempt to sell them, but he does not think that he will be successful. Mr. McGregor said that the pumps at the Woodlake Pump Station are on the way out. It was rebuilt five years ago, but it is used every hour of the day, 365 days a year. Senator Singer asked if there is anything else that can be given to another Authority to use. Mr. Morrill said there is a generator. Mr. Flanbaum said that if there is anything usable we can try to do something with it. Mr. Coles asked if the generator can be used somewhere. Mr. Morrill was not sure. Mr. Flanbaum said it is a propane generator and a decision was not made as what would be done with it. Construction will not begin for another year. We could ask the Township if they would like any equipment that could be salvaged. Senator Singer said that Emergency Management might be able to use a generator. Mr. Morrill said that if the Township cannot use what is salvageable, it can be put on the government auction website. Mrs. Lapa read **Resolution # 14-22 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 **voice vote**, all members present voted, "**Aye**". **Adopted.**

7. Wells #1, #3, & #5 Building Rehabilitations

Resolution Awarding Contract

Mr. Morrill said that this item actually changed substantially in the last few days. This is for the electrical system upgrades for Wells No. 1, No. 3 and No. 5. Originally it was to be awarded to Alpine. They said they were going to do it. At the last minute they said they wanted a lot of change orders. Mr. Flancbaum said he will give background information on this. Mr. Flancbaum did a phone poll a few weeks on this item. They were the lowest bidder by \$160,000.00. The Authority gave them in writing three days as an opportunity to confirm that they can actually do the project for the price that they bid. They said yes. On Friday they sent a change order request in the amount of \$69,000.00 to Remington Vernick. They have not even stepped into the buildings. The Authority told them to forget it. We will reject all bids. Yesterday, they submitted a letter withdrawing their bid from Remington Vernick. They said they made a mistake on their bid. The second lowest bidder was above the engineer's estimate. The Authority is going to reject all bids and will include this in the general well houses rehab project that is slated for the summer. The electrical upgrades and the actual building rehabs will included as one package. Senator Singer said he hopes that you will tell Remington Vernick that they will find someone at their price estimate. Also, make sure the Authority is not charged again when we go out for bid again for the electrical upgrades. Senator Singer said if they do, they will be taken off the project. Senator Singer asked Mr. Morrill to keep an eye on this. Mrs. Lapa read **Resolution # 14-23 Rejecting All Bids And Authorizing New Solicitation Of Bids**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

8. Disinfection By-Product Sampling Points

- Resolution Awarding Professional Services Contract
The Authority has a proposal from Hatch Mott MacDonald dated January 22, 2014. This is a modification of the sampling locations which were originally done in 2007. Because of the fact that the Authority is switching over the purchasing location from New Jersey American Water to Brick Township Municipal Utilities Authority, the sample locations have to be changed. The original cost to evaluate that was \$32,500.00. This proposal which is to revise the sample locations is in the amount of \$8,500.00. Mrs. Lapa read **Resolution # 14-24 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 **voice vote**, all members present voted, "**Aye**". **Adopted**.

9. Woodlake Sanitary Sewer Improvements Phase 1

- Resolution Releasing Contribution to Developer
This is a resolution to release \$30,000.00 at this time. We are expecting the total to be approximately \$80,000.00 but the final calculations were not finalized. Mrs. Lapa read **Resolution # 14-25 Releasing Contribution To Developer Route 88 73 Lot Subdivision**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

10. Route 88 33 Unit Development and Community Building

- Resolution Accepting Terms of the Developer's Agreement
In the packet is Schedule B which details the terms of the agreement and the engineer's report give the highlights. Mr. Smith said that this agreement adds a new clause to our boiler plate. This was at Mr. Morrill's request. The new clause requires the developer's to take responsibility for having all their employees, agents, contractors and sub-contractors comply with the utility mark out. Mr. Smith prepared a copy that were two pages of requirements from the New Jersey Administrative Code and sent it over. Mr. Smith said he

made a suggestion that the Authority might want to give it out with each approval. Mr. Smith said that he added a provision in the clause that they hold the Authority harmless for any damages arising out of their failure to comply with the mark outs. Mr. Waxman asked if there is a hold harmless in case the utilities explode also. Mr. Smith said any damage arising out of their failure to comply with the mark out, they are required to hold the Authority harmless. Mrs. Lapa read **Resolution # 14-26 Authorizing The Execution Of The Developers Agreement Route 88 33 Unit Development**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

11. Bureau of Safe Drinking Water Master Permit Update 2014 – Project Status

The application for the Master Permit was submitted on January 24, 2014.

VIII. Attorney's Report

New Jersey Business Systems Lawsuit – Mr. Smith said the answer to the complaint that was filed in Superior Court is due this week and he expects it to arrive this week. The defense attorney for the lawsuit from the insurance company is Mr. Bill Wallach. This is good news.

IX. Executive Director's Report

1. Resolution to Dispose of Surplus Property

The Authority had three old trucks and the Township was going to take all three of them. The Township is taking only two. The third truck is beyond repair and needs to be disposed. The resolution authorizes the Authority to sell the third truck to anyone that would want it. Mrs. Lapa read **Resolution # 14-27 Authorizing Disposal Of Surplus Property**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Resolution Authorizing Advertisement of an RFP for Two (2) Variable Frequency Drives at the Shorrock Street Water Treatment Plant

This is ratifying a phone poll that Mr. Flancbaum conducted on January 21, 2014. Sealed proposals are due by February 11, 2014 at 3:30 p.m. The proposals will be opened and then another phone poll will be conducted to award the contract. Mrs. Lapa read **Resolution # 14-28 Authorizing The Advertisement Of A Request For Proposals For The Acquisition of Two (2) Variable Frequency Drives At The Shorrock Street Water Treatment Plant**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Update to Finance System

Mr. Flancbaum is excited to update the commissioners on the finance system. All the items for the capital budget are being entered into the finance system. All the individual contracts are being linked and integrated into those budget items in the Edmunds system. There will be one overall budget category. For example, the Woodlake Pump Station Elimination may have various contracts like engineering, contractor and there may be other consultants involved. Every time a contract is entered it will automatically be linked to a capital budget item so that all costs and expenses will be right in front of us. This is the first time that Edmunds is doing this. The cost is \$1,600.00. It will take about a day and one half day. Edmunds will be in next week. This information will be invaluable, especially now that we will be having a CFO come on board. We will be able

to track exactly what the costs are and we will all be on one page. Senator Singer said that this is important for budgetary items.

4. Utility Mark Outs for new developments

This was discussed earlier in the meeting. Mr. Flancbaum added that he was at the Joint Insurance Fund (JIF) meeting last week in Toms River. JIF puts out a Best Practices Policy to all their members. Mr. Flancbaum made a recommendation on behalf of the Authority at the meeting. Prior to release of performance bond and assumption of ownership of infrastructure, mark outs should really be done solely by the contractor or by the developer. The reason for this is that the Authority does not have as built drawings at that time, only construction drawings. Things change daily in the field. The JIF will be taking this into consideration and probably send it out to their members. The JIF was very happy about it. Mr. Waxman was curious how mark outs can be done if they do not have anything on file yet. Mr. Flancbaum said that this really comes into play with larger developments or developments that have been around for a while. For example, Woodlake Greens has been around for seven or eight years. Utility mark outs are called out on a regular basis for irrigation systems or ongoing work that they are doing. The mark out requests comes to the Authority. All the Authority has at this point is the construction drawings. Things have changed in the field. As opposed to the Authority doing the mark outs, the responsibility should be on the developer or contractor to conduct the mark outs. They should be keeping track as they go of any deviations from the construction plans. They know of the changes before the Authority does. Therefore it makes sense for them to do the utility mark outs. It takes the liability off the Authority. The Authority does not own the infrastructure. The gas, telephone and electric companies do their own installations. Mr. Flancbaum called various utilities authorities and some of them do not do them and some do them. When Mr. Flancbaum asked them why they do them, they had no answer. They said you are right, we should not be doing them. That is why Mr. Flancbaum brought it up to the JIF. One Utilities Authority liability could be our cost as part of the fund in form of our insurance premium. Senator Singer said that it was a very good call. Mr. Morrill said that everyone has to call for mark outs even the landscapers when the shrubbery is put in. The Authority has been inundated with mark outs. Mr. Flancbaum did a big service for the Authority. Senator Singer said that soon we will need a mark out person. That is how busy we have become. Mr. Flancbaum said that many Utilities Authorities have their own mark out people from a busy aspect and also from the aspect of regulations and keeping up to date.

5. Connection Fees for 2014

This year, on advice of Mr. Smith, a connection fee hearing will be held but the Authority will not change the connection fees. The connection fees for 2014 calculation would be based on our consumption figures and production figures from 2012. Our consumption figures were way ahead of the production figures of 2012 because of the extra monies that was collected over the last couple of year due to the new metering system. The consumption figures were close to a half billion gallons more than what was produced. It is impossible to come out with a fair figure so we will hold off on connection fees. In 2015 there will be the same issues. By 2016 the Authority should be back in order. Mr. Flancbaum said he ran the 2013 figures, they are very close. Mr. Smith said that the figures are skewed to the point where you cannot use the statutory formula productively at all. We will freeze the rates. Mr. Waxman asked so why is a hearing being held. Mr.

Smith said the rates have to be set by law, even if the rates will be kept the same. Senator Singer said the real problem is how much water was not being billed. It is mind boggling. The rates may not have to be raised to meet our bond obligations because of this. Senator Singer asked if the Authority likes the meters. Mr. Flancbaum said yes.

6. New Operations Database

A new operations database was set up for tracking well pumpage, chemical feed meters etc. We had this information in the past but much of it was on different spreadsheets and kept in different locations. We visited other Utilities Authorities to see how they do it. Ms. Adams was able to create a database using Microsoft Access where everything is on one page. Ms. Adams gave a quick overview of the database on the screen. You can bring up the monthly well pumpage for each individual well, total of all the wells on a monthly basis, on an annual basis. Mr. Flancbaum said that this is important information as we track our allocation throughout the year. Senator Singer asked how many aquifers the Authority pulls out of. Mr. Flancbaum said three. 1. Cohancey 2. Raritan 3. Englishtown. Senator Singer asked which aquifer do we see the most deterioration of quality of water. Mr. Morrill said the Cohancey Aquifer. Ms. Adams continued with the overview. On the screen were the totals for Cogen for 2013. A report was shown on the screen. Ms. Adams explained that Access is made up of reports, forms, tables and queries. Mr. Flancbaum said that that a database could be used also for personnel items such as leave approvals. Employees can go on and send a leave approval to their supervisor. This type of database can be used for many different purposes. On the screen was shown allocation, pumpage and the balance. The allocation was 70 million gallons, 68 million was pumped so there is 2 million gallons left. Next shown on the screen was a way to access the datasheets that are on the operations drive. Mr. Flancbaum said that over the next couple months hopefully, instead of the staff writing down every day the time, temperature and what well they are turning on, they will input the data directly into the database. Also, they will be able to set controls. When a well is getting closer to the monthly allocation limit, the colors will change as they get closer. This will alert the staff. Ms. Adams said that this also calculates the TSS loading which is received from Henderson Labs. Mr. Flancbaum said that this is a great tool. They have been working on this for the past five months. Ms. Adams said that the data can be imported from an Excel Spreadsheet, exported to an Excel Spreadsheet or PDF. It can be emailed also. Senator Singer asked on a regular basis does the Authority compare where the allocation is and how much was used so we know every day. Mr. McGregor answered that is what we are trying to do but not necessarily on a daily basis. In the summertime we need to watch the pumping more so. One of the big advantages of this database is that Mr. Flancbaum and Mr. Morrill will be able to see the numbers live as they come in. Now, they have to ask us for the pumping figures. Mr. Waxman asked if this database is capable of informing on the 15th of the month that it is over the fifty percent and it will change color or only if it is near the total. Mr. Flancbaum said different types of parameters can be set. It is very flexible. Mr. Morrill said this is the beginning. We are hoping to do more. Mr. Morrill spoke with Operations and came up with different ideas. First you need the basic set up which is what we have developed now. This is going to be a great tool.

X. Instrumentation/IT Department Report

1. BTMUA Interconnection Update

The Brick Township Municipal Utilities Authority interconnection had its official start up last week and all is running well with the field equipment. We are able to gravity feed and pump feed the interconnected water as well as monitor and record the water purchased. There is still some SCADA debugging that needs to be done as well as a couple non-essential gauge's that are expected to be delivered and installed soon.

2. Wireless Update

Interviews were held with the two vendors that can provide the Authority with a cell network to replace our existing microwave network. Now we must conduct further research to be certain this technology will be able to handle all our needs reliably. We are also going forward with meeting our most current microwave radio contractor to have them re-evaluate our system in order to see whether or not they can rebuild our current infrastructure with the lower powered units like we currently employ throughout half our system. They are the 5.4 GHZ units. They have proven to have a greater tolerance towards the atmospheric conditions and our specific topography that we are challenged with in Lakewood.

3. Personnel/Interviews

We have just completed a new wave of interviews that were generated by a newly worded want ad listed in a different newspaper. This generated at least one principal player. We are now going to pursue a second, more comprehensive interview with the gentleman. I have also listed that very same ad in the NJEIT's free website as well. This exposes us to current students, graduates and alumni.

We have completed quite a few additional projects over the past month but this report will focus on the two major ones that have been completed.

4. Phone System

First, we have completed the long overdue phone upgrade, replacing the antiquated Panasonic system with a new Avaya system. This system adds a number of important features. The bulk of the work was done before hours. As a result there was minimal downtime. This has been a very positive experience. Any service requests that we have had subsequent to installation have been handled expeditiously by Nu-Tel. We have heard nothing but positive feedback from the rest of the office.

5. New Website

Second, after nearly a year of work, the new Lakewood MUA website was launched last week. We are still making changes and fine-tuning behind the scenes, but the public end of the site is complete. We sent an announcement to the Lakewood Scoop, after which there were rave reviews by commenters. This new website has pushed us into the top echelon of government websites, let alone MUA sites. We have redone many of our documents and templates using the same design, font and color scheme as the website. We are focusing on the branding aspect and presenting the Lakewood MUA as a forward-thinking, technologically savvy organization.

Senator Singer said that he is hoping that there will be a candidate in the next sixty days.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Waxman and seconded by Mr. Coles to approve the Operating Vouchers in the amended amount of \$782,441.51. The additions were for Mr. Smith, So Clean Corp and Transcat. On **voice vote**, all members present voted, "**Aye**". **Motion passed.**

XV. CLOSED SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT

A **motion** was made by Mr. Waxman, seconded by Mrs. Fish to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 2:55 P.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA