



**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**

**March 4, 2025**

- 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 7, 2025 and the Lakewood Shopper on February 7, 2025.
  
- III. Salute to the Flag**
  
- IV. Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mrs. Miller, Mayor Coles, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer. Both Mr. S. Flancbaum and Committeeman Lichtenstein were seated. The following professionals and key personnel were present: Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Colin Farrell, CEng MIEI Director of Engineering, Mr. Adam Ponsi, P.E., Mr. Bob Farina, Director of Operations, and Mr. Harry Robbins, Operations Manager.

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### **LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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V. **Minutes**

**Motion** to approve the Annual Reorganization Meeting Minutes held on February 4, 2025, was made by Committeeman Lichtenstein and seconded by Mayor Coles. On roll call, Mr. S. Flancbaum abstained, all other seated members voted **“Yes.” Motion carried.**

**Motion** to approve the minutes of the Regular Monthly Meeting held on February 4, 2025, was made by Committeeman Lichtenstein and seconded by Mayor Coles. On **roll call**, Mr. S. Flancbaum abstained, all other seated members voted **“Yes.” Motion carried.**

VI. **Chief Financial Officer Report**

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

1. Motion to Approve the Operating List

Mr. Sondak reported the Operating Expense List in the Board Packets is \$2,132,883.73. There are no unexpected items to discuss. The list does include \$682,825.00 for OCUA’S 2025 1<sup>st</sup> Quarter payment and \$731,671.27 of Construction Costs of which \$633,080.00 is for the GAC buildings project. In addition, the Operating Expense List is hereby amended for two invoices from Levin Shea Pfeffer and Goldman in the amounts of \$826.00 and \$590.00 for legal services. These additional invoices bring the Operating Expense List amended total to \$2,134,249.73. He recommended that the board approve the Operating Expense List as amended to \$2,134,249.73, with noted abstentions.

**Motion** made by Committeeman Lichtenstein and seconded by Mayor Coles. On **roll call**, all seated members voted **“Yes.” Motion carried.**

VII. **Engineer’s Report**

Given by Mr. Adam Ponsi, P.E.

1. 2017 Lanes Mill Road Change of Use (**Owner/Developer: Shlomo Lench**)

February 2025 a Developer's Agreement was drafted. There are no site specific terms to the Developer's Agreement.

At this time the Authority may accept the terms of the Developer's Agreement for the 2017 Lanes Mill Road Change of Use project.

Senator Singer inquired about the change of use to which Mr. Ponsi replied, from a residential house to a dormitory.

**Resolution No. 25-23** Authorizing the Execution of a Developers Agreement for 2017 Lanes Mill Road Change of Use

**Motion** made by Committeeman Lichtenstein and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

2. Cedarbridge Avenue Retail Center (**Owner/Developer: CBRC Holdings, LLC- Joseph Michael**)

January 28, 2025 the Authority received a request from the applicant to release the performance guarantees for the project.

March 3, 2025 the Authority issued a letter detailing the requirements for the performance guarantees for the Cedarbridge Avenue Retail Center project to be released.

At this time the Authority may release the performance guarantees for the Cedarbridge Avenue Retail Center project conditioned on the Authority's letter dated March 3, 2025.

- **Resolution No. 25-24** Resolution Releasing Performance Guarantees for Cedarbridge Avenue Retail Center

**Motion** made by Committeeman Lichtenstein and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

Mrs. Fish arrived and was seated in place of Committeeman Lichtenstein.

3. 1493 Oak Street Single Family Home and Water Main Extension  
**(Owner/Developer: Albert Estates, LLC-Mordechai Eichorn)**

January 29, 2025 the Authority received a request from the applicant to release the performance guarantees for the project.

March 3, 2025 the Authority issued a letter detailing the requirements for the performance guarantees for the 1493 Oak Street Single Family Home and Water Main Extension project to be released.

- At this time the Authority may release the performance guarantees for the 1493 Oak Street Single Family Home and Water Main Extension project conditioned on the Authority's letter dated March 3, 2025.
- **Resolution No. 25-25** Releasing Performance Guarantees for 1493 Oak Street Single Family Homes and Water Main Extension

**Motion** made by Mrs. Fish and seconded by Mayor Coles. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

4. Update of Rules and Regulations

Revise construction detail #45 "Meter Vault Detail – Fire and Domestic" to revise the vault to provide a drain per NJDEP Requirements.

At this time the Authority may approve Addendum #41 to the Rules and Regulations to update meter vault construction details #s 43, 44 and 45 to provide a drain per NJDEP requirements.

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

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

## **IX. Executive Director's Report**

Given by Mr. J. Flancbaum, Executive Director

### 1. Authorization to execute a lease agreement with Lakewood Township

Mr. J. Flancbaum reported this is for the property we have been talking about on Shorrock Street across from the water treatment plant, that will be used for a solar field.

**Motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, Mayor Coles abstained, all other seated members voted **"Yes"**. **Motion** carried.

### 2. Customer Compliment

Matt Cavanaugh, field representative, received a compliment from a customer who called to say he was very nice and courteous and thought we should know. Matt was at her home to change the meter.

### 3. Mr. J. Flancbaum reminded the Board that immediately following the next meeting on April 1, 2025, will be our elected officials training for anyone who hasn't taken it online.

## **X. Technical Operations Report**

Given by Mr. Bob Farina

### **Operations Dept:**

1. All the new GAC media at the Shorrock St. WTP has now been flushed with the last filter finishing this week whereas acceptable levels of Arsenic are now removed, and the pH levels are achieved. The next and final step is a backwash of each filter, making some improvements to our post lime and chlorine feed systems, then the filters can go online.

### **Technical Operations Dept:**

2. All SCADA and Communications equipment are up and running fine.

3. Programming and testing of the Authority's new SCADA RTU units are currently being performed, only this time via remotely that tests the new fiber optic cable installations.

**IT Dept:**

4. The surveillance camera project at the Shorrock St facility is now complete and both the NH Ave. and the Shorrock St. cameras are continuously displayed in the NH Ave operations monitoring screen. We are now going to move onto our remote sites with installations.

**GIS/Cyber-Security Dept:**

**GIS:**

5. Updates on land parcels are being performed to match new tax maps.
6. Currently developing an improved process to get parcel ownership data from the tax assessor into the GIS architecture upon the time when the Authority will assume responsibility for them.

**Cyber-Security:**

7. The staff continues to maintain a vigilant approach with their training and random phishing tests.

## **XI. Commissioners Report**

Committeeman Lichtenstein asked for clarification on the ownership of the infrastructure in reference to Mr. Farina's report on the GIS above. Mr. Farina, Mr. J. Flancbaum and Senator Singer all explained the process. We request the as-builts and once obtained, we save them and add to the GIS and assume ownership. Until the as-builts are received, ownership belongs to the owner or the developer, and they are responsible for the markouts. We hold the performance bonds until the as builts are received. Many times, the developers hold off on doing the as-builts until they start closing units, due to the expense. Over time we receive the as-built drawings. Sometimes its before a meter request and other times before a CO request.

Mr. S. Flancbaum asked who we get as-builts from. Mr. J. Flancbaum responded saying, ultimately, we get from residential, commercial, schools, everything.

On another note, Senator Singer wanted to publicly thank, Mr. J. Flancbaum for his quick movement regarding the lawsuit for having to install the GAC Building. Thanks to him, we were the first in and in a short time we should be receiving a couple of million dollars.

Senator Singer lastly, mentioned that we are looking at a 30% increase in electricity starting in June. So again, thank you to the Township for the property to build the solar field.

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. MEETING CLOSED TO THE PUBLIC**

**XIV. ADJOURNMENT**

**Motion** was made by Mayor Coles and seconded by Mrs. Fish. The meeting was adjourned at 10:23 AM.

Respectfully submitted,

Robyn Gray,  
Secretary, LTMUA