



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

P. G. Waxman, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

May 1, 2018

- I. Senator Singer opened the meeting at 10:01 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey.
- 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 9, 2018 and The Tri Town News on February 14, 2018.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mr. Lichtenstein, Mr. Theibault, Mayor Coles, Mrs. Fish and Senator Singer. Mr. Lichtenstein was seated as an alternate. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Instrumentation Department Supervisor and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on April 11, 2018, was made by Mayor Coles and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending April 30, 2018**
The Authorities net position for the period ending April 30, 2018 is approximately \$1 Million which is \$335,000.00 ahead of the Budget. The Authority's operating revenue is \$5.2 Million. This is \$371,000.00 ahead of the budget. April is a large billing month and the service charges are \$268,000.00 ahead of budget. The Authority's expenses through April 30, 2018 are slightly higher than budget, \$4.1 Million. This is slightly higher than budget by approximately \$35,000.00. Expenses continue to be managed appropriately. The large snow storm caused the line item, repair and maintenance to be

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a little higher. Senator Singer asked if the snow storm caused the additional \$35,000.00. Mr. Rappoccio said no, \$12,000.00 is for the litigation that is going on now and \$10,000.00 is the additional cost for snow removal.

2. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is amended to \$1,015,407.33. Due to the early timing of the meeting two items are being added. The monthly invoice from Mott MacDonald was received Monday morning in the amount of \$14,315.00. The second item being added is the Authority attorney's bill in the amount of \$2,994.00. A **motion** to approve operating vouchers in the amended amount of \$1,015,407.33 was made by Mayor Coles, seconded by Mr. Lichtenstein. On roll call, all members present voted, "Yes" with **noted abstentions. Motion Carried.**

VII. Engineer's Report

Mr. Ponsi's Report

1. Update of Rules and Regulations

- Motion Approving Addendum #27

This is a continuation with regards to the update of the BPU regulations. This is the text of the rules and regulations for the meter vaults. The pits and smaller items are done. Now we are addressing the meter vaults for the larger items, four inch meters and larger. At this time the Authority may approve Addendum No. 27 to the Rules and Regulations to update the section on meter vaults for the approved manufacturer. A motion was made by Mayor Coles, seconded by Mrs. Fish to update the Rules and Regulations. On a **voice vote**, all members present voted, "**Yes**". **Motion Carried.**

2. New Hampshire Avenue WTP OCUA Industrial Discharge Permit Renewal

- Resolution Awarding Professional Services Contract

On April 23, 2018 the Authority received a proposal from Mott MacDonald to prepare the renewal application for the Authority's New Hampshire Avenue Water Treatment Plant's Industrial Discharge Permit with the Ocean County Utilities Authority in the amount of \$2,500.00. The application is due six months before it expires. Mrs. Lapa read **Resolution #18-42 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1, Et Seq.** Motion was made by Mayor Coles, seconded by Mr. Lichtenstein. On a **voice vote** all members present voted "**Aye**". **Adopted.**

Mr. Farrell's Report

3. Pine Street Vassar Avenue Gravity Sewer Line

- Resolution Awarding Change Order #4

At this time the Authority may award change order #4 for CME Associates for the preparation of front end bid specifications and plan revision due to Authority design requests in the amount of \$9,000.00. Senator Singer asked why there is a change order. Mr. Farrell said that the bid specifications are an add-on. Mrs. Lapa read **Resolution # 18-43 Authorizing Change Order No. 4 Pine Street Vassar Avenue Gravity Sewer Line.** Motion was made by Mr. Lichtenstein, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted.**

4. Cell Antenna New Hampshire Avenue Water Tank

- Resolution Awarding Bid

On March 6, 2018 the Authority authorized the issuance of the Notice to Bidders for cellular antennas on the New Hampshire Avenue Tank. On April 24, 2018 the Authority

received one bid for leasing space for a cellular antenna on the New Hampshire Avenue water tank. The bid amount is as follows: Cellco Partnership/Verizon Wireless \$36,000.00 per year with three percent rent adjustment per year. On April 26, 2018 the Authority Director of Engineering issued a recommendation to issue an award letter to Cellco Partnership/Verizon Wireless to be awarded the contract contingent on the Authority Attorney's review. At this time the Authority may award the contract to Cellco Partnership/Verizon Wireless for leasing space for a cellular antenna on the New Hampshire Avenue Water Tank conditioned on the review and recommendations of the Authority Attorney and Authority Director of Engineering. Senator Singer thought that the Authority sold all its leases. Mr. J. Flancbaum said the Authority did. This is something new. Verizon approached the Authority a few months ago. The Authority has the option to sell this one. Mr. Theibault thought that Verizon already had an antenna on the New Hampshire Avenue Water Tank. Mr. J. Flancbaum said that Verizon has an antenna on the Ridge Avenue Water Tank and the Airport Road Water Tank. Mr. Lichtenstein asked if this antenna will not enable any future antennas on the tank. Senator Singer said it will not. There is plenty of room on the tank. Mr. Lichtenstein asked if the Authority can keep emergency services in mind with regard to antennas on this tank. Senator Singer said there is plenty of room, you can put twenty antennas. Mrs. Lapa read **Resolution # 18-44 Awarding Contract For Installation Of Cellular Telecommunication Equipment On The New Hampshire Avenue Water Tank.** Motion was made by Mr. Lichtenstein, seconded by Mayor Coles. On a **roll call**, all members present voted, **"Yes". Adopted.**

Mr. Waxman arrived at 10:12 A.M. Mr. Lichtenstein is no longer seated.

VIII. Attorney's Report

Mr. Pfeffer said he has nothing out of the ordinary to report. Senator Singer said he would like to have a Closed Session at the end of the meeting regarding pending litigation.

IX. Executive Director's Report Building Addition Status Report

All documents were submitted to NJEIT. They are reviewing all the documentations. As soon as the Authority receives the go ahead, the notice to bidders will be posted. Senator Singer wanted to know if Mr. J. Flancbaum is keeping on top of the tree situation with Mr. Theibault. Mr. J. Flancbaum said he contacted Tom Henshaw after last month's meeting. Mr. Henshaw said if there is anything available he will make sure the Authority gets. Senator Singer asked Mr. Theibault to look at it. The Authority could use trees on the side and the front. Also look at what kinds of trees works for Authority.

X. Technical Operations Report

Field Operations Report:

1. Sewer Jet Truck Status

The sewer Jet truck had its final modifications done to it. We are in the process of performing driver training. The factory training on the jetter unit itself is confirmed for this coming Monday. After that the truck will be deployed.

2. New Field Pickup Truck

The new field pickup truck is getting its emergency equipment installed and has had its logo's installed and is ready to be deployed for service.

3. Well #2 Building Status

The Well #2 building in the Original Leisure Village has its structural issues repaired. The floor is now in the process of being epoxy coated.

4. Shallow Well Preventive Maintenance Status

We are obtaining pricing and scheduling in order to perform preventive maintenance on our last two wells of the rotation. These are shallow wells. This preventive maintenance is necessary every three to five years due to the natural buildup of iron that forms on the pump screens and columns that put the pump and motor at risk for severe damage. We also have the well televised prior and after cleaning in order to insure a job well done. This can also be used as a reference at a later date should we experience a premature fouling issue.

Technical Operations:

5. SCADA System

All SCADA Systems are running well.

6. Microwave Antenna Repair

The one microwave link that was intermittently inoperative has now been repaired.

IT Department:

We hope to have three important items rolled out for usage by month's end.

7. VPN Report

Item #1 - The Authority's own VPN or Virtual Private Network. This enables our Operators to access the SCADA system by remote, via a secure tunnel. This will replace the VPN that we currently have provided to us by a Canadian company called Access Anywhere. Their costs continue to rise and their service continues to slip. The Authority currently pays well over \$1,800.00 a year for two accounts that serve our automated water billing equipment and our SCADA system equipment. That cost will now go away.

8. Additional Password Protections

Item # 2 - The two factor authentication system will add an additional layer of protection beyond a password for remote users. This is a proven tool in the combat against hacking and significantly decreases such a peril.

9. Email Encryption

Item # 3 - Email encryption changes the information in a way that makes it unreadable to those without the specific knowledge which is referred to as a key which then converts the information back into its original readable form for the authorized user.

GIS Department:

10. Software Purchase

The Authority purchased Safe Software's FME Desktop Esri Edition. This is a software package that will handle translating spatial and non-spatial data between data formats. This will make sure that two different types of software talk and communicate properly.

11. GIS Integration into Mobile Valve Exercising Machine

The FDA regulations require the Authority to exercise all the street valves. The Authority is researching GPS/GIS capabilities and requirements for a new mobile valve turning machine that will become necessary in order to be compliant.

12. GIS Integration into Mobile Sewer Camera Equipment

The Authority researched and made recommendations regarding TV Inspection equipment with respect to GIS integration and NASSCO PACP certification.

Senator Singer asked if the Authority has keyless entry in all of the facilities. Mr. J. Flanbaum said in most of the facilities. Senator Singer asked if the employees have a cover to keep the key in so that it cannot be read. Mr. Farina said that the Authority uses a fob and fobs cannot be read or hacked like the cards.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. CLOSED SESSION

Senator Singer asked for a closed session pending litigation. The meeting went into closed session at 10:20 A.M. Mrs. Lapa read **Resolution #18-45 To Go Into Closed Session**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

XV. OPEN SESSION

Senator Singer said that pending litigation was discussed and it will be disclosed at the time of settlement or further action.

XVI. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mayor Coles to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:34 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA