



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 7, 2017

- I. Senator Singer opened the meeting at 2:16 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 9, 2016 and The Tri Town News on February 11, 2016.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On a roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flancbaum, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer Jr., Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mrs. Nechama Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on January 3, 2017, was made by Mr. Waxman and seconded by Mayor Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

A **motion** to approve the minutes of the Water Connection Fee Hearing held on January 3, 2017, was made by Mr. Waxman and seconded by Mayor Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

A **motion** to approve the minutes of the Sewer Connection Fee Hearing held on January 3, 2017, was made by Mr. Waxman and seconded by Mayor Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

PHONE (732) 363-4422 | FAX: (732) 905-0712 | WWW.LAKEWOODMUA.COM

VI. Chief Financial Officer Report

1. Financial Results Review For Period Ending January 31, 2017

The Authorities net position for the period ending January 31, 2017 is approximately \$906,000.00 which is slightly ahead of the Budget. The Authority's operating revenue is \$2.6 Million. This is approximately \$240,000.00 ahead of the budget. This is being driven by non-recurring connection fees. In January there were nineteen new residential connections. Cedarwood Hills is fully connected now. New Hampshire Heights started to connect in January. The Authority's expenses through January 31, 2017 are approximately \$1.7 Million. This is in line with the budget. It is slightly ahead by \$15,000.00. There was a water main break last month which caused the expenses to be slightly higher than budget.

2. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. A **motion** to approve operating vouchers in the amount of \$679,579.17 was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, all members present voted, "**Yes**" with **noted abstentions**. **Motion Carried.**

3. Resolution Approving NY Life as an Additional Life Insurance Option

Mr. Rappoccio and Mr. J. Flancabaum met with the representative to provide life insurance to the employees. There is no cost to the Authority for this. This is a benefit for employees if they want to partake. Senator Singer said that the Township offers this. Mrs. Lapa read **Resolution #17-20 Adopting A Life Insurance Provider**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

VII. Engineer's Report

1. RFQ's for Engineering Services for Calendar Year 2017

- Resolution Accepting Qualifications

This is for one engineering firm that responded to the RFQ. Mrs. Lapa read **Resolution #17-21 Accepting Submissions In Response To Request For Qualifications For Engineering Services For 2017**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

2. Emergency Repairs Well #15 & Well #16 2017

- Resolution Declaring an Emergency to Repair Wells #15 & 16
- Resolution Awarding Contract (Well #16)

In the packet there is a memo from Mr. Morrill dated January 27, 2017 declaring an emergency. Mrs. Lapa read **Resolution #17-22 Declaring An Emergency To Repair Well No. 15 And Well No. 16**. Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

Well No. 16 has been repaired and is fully operational at this time. Mrs. Lapa read **Resolution #17-23 Awarding Contract To Repair And Replace All Necessary Items At Well No. 16 Pursuant To The Declaration Of Emergency**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

A spreadsheet was handed out with the responses to the Request For Proposals for Well No. 15. This was received this morning. The lowest qualified responder was A.C. Shultes Co. in the amount of \$38,040.00 for the repair of Well No. 15. Mrs. Lapa read **Resolution #17-24 Awarding Contract To Repair And Replace All Necessary Items At Well No. 15 Pursuant To The Declaration Of Emergency**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.** Mr. Smith explained that the past two resolutions have attached to

them a formal declaration of emergency signed by Mr. J. Flancbaum in accordance with the statute. Mr. Waxman asked why the Authority needs to have a resolution declaring an emergency. Mr. Smith said because the repairs were done without solicitation of public bids. Senator Singer said the Authority Executive Director and Engineer have the authority to declare an emergency. If they would not have that ability, the commissioners would have to come in to vote whenever there is an emergency. Since they have the authority to declare an emergency, they sign an affidavit that it was an emergency. Mr. Smith said the emergency removes the Authority from public bidding. There is no time to do bidding at the time of an emergency. Mr. Morrill said the reason that an emergency was declared on these wells was because these wells fill the recharge for Well No. 17. This is for water that is needed in the summertime.

3. Lead and Copper Rule Sampling Plan

- Resolution Awarding Professional Services Contract

This was required by the DEP. The Authority requested a waiver and it was rejected. This contract is for Mott MacDonald for \$4,000.00. Mrs. Lapa read **Resolution #17-25 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 a **voice vote** all members present voted "**Aye**". **Adopted.**

4. County Line Manor Pump Station Upgrades

- Resolution Awarding Change Order #1

This is for GTS Consultants in the amount of \$6,728.00. Mrs. Lapa read **Resolution # 17-26 Authorizing Change Order No. 1 County Line Manor Pump Station Upgrades.** Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Pine Street Vassar Avenue Gravity Sewer Line

- Resolution Awarding Change Order #1

This is for CME Associates in the amount of \$15,620.00. Mrs. Lapa read **Resolution # 17-27 Authorizing Change Order No. 1 Pine Street Vassar Avenue Gravity Sewer Line.** Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

6. Well #1, #3, and #5 Building Rehabilitations

- Resolution Awarding Change Order #3

- Resolution Accepting Maintenance Guarantees, Releasing Performance Guarantees and Releasing Retainage

Change Order No. 3 is in the amount of \$16,448.19. This covers a multitude of items over the course of the construction. All the Change Orders were held so that there would be a minimum of Change Orders. Mrs. Lapa read **Resolution # 17-28 Authorizing Change Order No. 3 Wells 1, 3 And 5 Building Rehabilitations.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

The resolution accepting maintenance guarantees, releasing performance guarantees and releasing retainage is conditioned on the review of the Authority attorney and the design engineer, Remington Vernick. Mrs. Lapa read **Resolution # 17-29 Accepting Maintenance Guarantees, Releasing Performance Guarantees and Releasing Retainage Rehabilitations Of Wells 1, 3 And 5 Building.** Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

7. **New Hampshire Heights**

- Resolution Reducing Performance Guarantees

This is contingent on the details in the Authority's letter of February 3, 2017. Mrs. Lapa read **Resolution # 17-30 Reduce Performance Guarantees New Hampshire Heights Subdivision**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

8. **Quick Chek Cedar Bridge Ave**

- Resolution Releasing Performance Guarantees

The release is conditioned on the Authority's letter of February 3, 2017. Mr. Waxman asked if this can be held up until the traffic problem is taken care of. Senator Singer said the cones were knocked down. Mr. J. Flancbaum said that the County said that they told him that they will take the cones down before the winter. Senator Singer said that the traffic took care of the cones before the winter. Mr. Waxman said the cones have not solved the problem. Mr. Waxman asked if there is a solution. Mr. J. Flancbaum said that Quick Chek received approval from the Township and the County. Mrs. Lapa read **Resolution # 17-31 Release Of Performance Guarantees Quick Chek Cedar Bridge Avenue**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On a **voice vote**, Mr. S. Flancbaum, Mayor Coles, Mrs. Fish and Senator Singer voted, "**Aye**". Mr. Waxman voted "**Nay**". **Adopted**.

9. **Shenandoah Manor**

- Resolution Releasing Maintenance Guarantees

Mr. Morrill wanted to note that this is only the maintenance guarantees on the abandonment of the facilities that was at the beginning of the project, not the entire project. This is described in the Authority's letter of February 3, 2017. Mrs. Lapa read **Resolution # 17-32 Release Of Maintenance Guarantees Shenandoah Manor**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

10. **Pine River Village**

- Resolution Releasing Maintenance Guarantees

This is conditioned on the terms in the Authority's letter of February 3, 2017. Mrs. Lapa read **Resolution # 17-33 Release Of Maintenance Guarantees Pine River Village**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

11. **Lanes Mill Road 22 Unit Subdivision**

- Resolution Granting Technical Approval

This is conditioned on T&M's review letter of January 19, 2017. Mrs. Lapa read **Resolution # 17-34 Grant Of Technical Approval Lanes Mill Road 22 Unit Subdivision**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On **roll call**, Mr. S. Flancbaum, Mayor Coles, Mrs. Fish and Senator Singer voted, "**Yes**". Mr. Waxman abstained. **Adopted**.

VIII. **Attorney's Report**

Mr. Smith said that he has nothing to add at this time.

IX. **Executive Director's Report**

1. **Resolution Awarding Contract for Office Cleaning Services for Calendar Year 2017**

An RFP opening was held on November 29, 2016 and no proposals were received. The Authority directly solicited three proposals. The lowest proposal was from ACCSES NJ for \$759.88 per month which is \$9,118.56 for the year. This price is approximately

\$100.00 less per month than what was paid last year. This company cleans all the State's DMV facilities. Mr. J. Flancbaum called the DMV on Airport Road for a reference and they said they do a nice job and they do whatever is asked. Mrs. Lapa read **Resolution # 17-35 Awarding Contract For Cleaning Services for The Year 2017**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

2. Resolution Awarding Contract for Technical Support and Maintenance of Computer Hardware and Operating System

A proposal was received from LookFirst Technology for \$14,832.00 for technical support and maintenance of the computer hardware. This is the same price as last year. LookFirst and their predecessor CSI has been the Authority's IT Support vendor for many years and we are very satisfied with their service. Mrs. Lapa read **Resolution # 17-36 Awarding Contract To LookFirst Technology, LLC For Technical Support And Maintenance Of Computer Hardware And Operating Systems**. Motion was made by Mayor Coles, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Resolution Ratifying the Execution of an Electricity Sales Agreement with Great Eastern Energy

A reverse auction was conducted on January 13, 2017 for the New Hampshire Avenue Complex only. The rest of the sites are still under contract until June. Prices were solicited for five and eleven months. We opted with the low bidder for the five month contract at 7.8 cent per kilowatt hour. This will generate an estimated five month savings to the Authority of \$5,748.00 when compared to the JCP&L tariff. The reason we opted for the five month is because this complex will ultimately be serviced by a solar field. The solar field plans are under review by CAFRA and not knowing the timing for their review the Authority was concerned to commit for longer and possible face a penalty to break the contract. In five months from now the Authority will have a better idea with the status of the CAFRA approval. Mr. Waxman asked if there is an option to renew at the end of five months. Mr. J. Flancbaum said there is not an automatic renewal. The Authority would have to go out for another reverse auction. Mr. Smith asked if Mr. Mike Gross is handling the CAFRA. Mr. J. Flancbaum said the Authority has consulted with him on occasions but he is not handling it. This contract price is cheaper than what the Authority has been paying. It is a good price. Mrs. Lapa read **Resolution # 17-37 Awarding Contract To Great Eastern Energy For Electricity Supply Services**. Motion was made by Mr. Waxman, seconded by Mayor Coles. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Resolution Authorizing a Software and Hardware Maintenance Agreement with Edmunds & Associates, Inc. for Calendar Year 2017

The Authority received a price from Edmunds for software and hardware maintenance for \$11,099.00. This is the same price as last year. All the Authority's billing hardware and software is from Edmunds. Mrs. Lapa read **Resolution # 17-38 Awarding Contract To Edmunds And Associates, Inc. For Computer Software And Hardware Maintenance 2017**. Motion was made by Mayor Coles, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

5. NJEIT Wise Act Calculator Stakeholder Process

The NJEIT is revamping their application process going forward. They have revised a lot of their documentation and their calculator. The new calculator is called the Wise Act Calculator. They are having a Stakeholder Process and the Authority was asked to be part of it with just a few other people around the State. Mr. J. Flancbaum said he will be

going to the NJEIT office on February 14, 2017 to give input of how we think the application can be further revised. It is good that the Authority is being part of the process. Senator Singer said that is nice.

Added on to agenda:

6. Hydrant Flushing

The hydrant flushing will be starting earlier this year, on March 1, 2017. Mr. J. Flanbaum said that all the Jewish holidays including Purim, Pesach and Fridays were noted.

Senator Singer said that Personnel Committee needs to talk regarding the fact that the engineer is retiring.

X. Instrumentation/IT Department Report

1. SCADA Report

The replacement and update of two of the four SCADA main frame computers were completed. The third and fourth are due to be completed next month. Full updated documentation of the current programming is nearing completion as well. All other SCADA projects are progressing very well. The Authority's systems integrator, Mr. Bassyouni, will now be working very closely with the IT coordinator, Mr. McBride, indefinitely on a joint effort to protect SCADA from any form of cyber-attack or malicious activities. This is now a necessary step as hackers are turning their attentions more and more towards SCADA systems.

2. Microwave Radio Update

Mr. Farina is continuing his effort to vet out additional radio contractors in the ongoing effort to complete the microwave system.

3. Security Camera Update

Progress is going forward with the security camera and cardkey access system project. In the last week of January we met with the engineer to go over their projected scope of the project and solidify the details. The next step is to have specific engineering drawings made.

IT Status Report

4. Billing System Software Update

The IT Department is looking into new software that supports our Sensus Flexnet RNI customer metering billing system since the current software will become unsupported in the near future. If the software is to be utilized longer than its lifespan, then keeping up with changing regulatory and business requirements will become increasingly more complex and can lead to eventual failure of the system. IT is working with the vendor on the best upgrading solutions and will evaluate them and report on our findings at the next commissioners meeting.

5. Cyber Security Report

The Authority along with The New Jersey Office of Homeland Security and Preparedness are working together in preparing for a Critical Infrastructure Security Analysis to take place this month at our site. This will improve the organizations footprint by adding an additional layer of security preparedness and cybersecurity readiness.

6. GIS Report

The Authority's GIS Specialist along with the IT Coordinator is specifying Android type tablets to be deployed in the field in order to start utilizing the GIS system for our upcoming flushing program and begin an initial usage kickoff. The units will be housed in rugged protective cases and have cellular internet connectivity built in so that field personnel will be able to interact with the Authority's GIS system remotely. This will enable them to look up existing information pertaining to Authority facilities and appurtenances. This will allow them to collect data and update information to the system. These tablets will communicate directly to the GIS ESRI/Leica equipment that was obtained through the grant that the Authority received. That equipment together will give the Authority capability to collect data at the decimeter accuracy level. The immediate intent is to utilize it on hydrants to identify them and to collect all available information about them and upload to the main system and expand from there. Other Authority systems that are presently relegated to paper and require manual writing will be enabled on the devices as well. This will further improve efficiency and decreasing the chance for human error. Mr. Waxman wanted to know where it will be housed. Mr. Farina said it will be housed on the Authority's server. The main frame will house all the permanent data and remote devices will talk to that. Mr. Lichtenstein asked if this information can be shared with the police department. Mr. Lichtenstein asked if the Authority is using Data Map to help with the layering. Mr. J. Flancbaum said that Data Map made a digitized base map for the Authority a few years ago. But the Authority has not used Data Map for anything since then. Mr. Lichtenstein asked if the Authority's information can be layered onto it. Senator Singer asked why the water and sewer lines are needed. Mr. Lichtenstein said fire hydrants locations are needed. When the fire department gets dispatched they spend time run around looking for a hydrant. This information would be very effective. Mr. J. Flancbaum said that the Authority can have the fire hydrants layered on their map. Mr. Lichtenstein asked if the Authority's IT Department can talk to the Township's IT Department about layering it onto the Police Department. Senator Singer asked why give it to the Police Department, it should be given to the Fire Department. Mr. Lichtenstein said it is the same dispatcher. The Fire Department gets dispatched from the Police radio. The Police and Fire Dispatchers are housed in the same place. The dispatcher should be able to tell the fire department that there is a hydrant 200 feet north of the house. Senator Singer asked that the fire trucks do not have that capability. Mr. Lichtenstein said they do not have all the fire hydrants marked out. They are trying to do it now. Mr. Bauer said sometimes there are cars parked in front of the hydrants and they miss it. Mr. J. Flancbaum said that he will talk to them and see what is needed. Senator Singer said he is surprised the Fire Department does not have this information. Mr. Lichtenstein said they have some, but this will be very helpful to them. Mr. Morrill said the fire hydrants data can be separated from the water and sewer lines. Senator Singer said to keep in mind, this is only for the Authority's service area.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A motion was made by Mayor Coles, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 2:48 P.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA