

# LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

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## THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

### Regular Meeting Minutes

June 4, 2013

- I. Senator Singer opened the meeting at 10:05 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey following the Restoration of Service Fees Hearing.
- 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. Sernotti, Mr. Coles, Mr. Waxman and Senator Singer. Mr. Theibault was seated as an alternate. The following professional and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Jr. Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Paul Morrill, Engineer, Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**  
A motion to approve the minutes of the Regular Meeting on May 7, 2013, was made by Mr. Waxman and seconded by Mr. Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

Mrs. Fish arrived at 10:06 A.M. Mr. Theibault is no longer seated.

Senator Singer presented a plaque to Mrs. June Work who will be retiring at the end of June. Mrs. Work was recognized for thirty four years of dedication and devotion to the Authority. Senator Singer said he wanted to thank her for all the fine work she had done for the Authority. He had the pleasure of knowing Mrs. Work all the years at the Authority and knows the family very well. Senator Singer said that Mrs. Work said she may come back and help the Authority if needed. That is very much appreciated. When the Authority was started it was located in the Township Building and Mrs. Work did everything. What was not

done during the day was taken home that night. Mrs. Work will be sorely missed. Mrs. Work gave a touching good bye/thank you speech.

## **VI. Accountant's Report**

Mr. Bauer is working on all the accounting records through the month of April. Everything is going very well. The Authority is financially right on target.

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

There is one addition to the report. There is a handout from Inline. There is a resolution for the Phase II Meter Replacement Program. It is an extension of time for the contract. This is due to the Authority wanting the company to build a specific meter. It is an extension of 277 days and no change to the costs of the contract. Mrs. Lapa read **Resolution # 13-61 Authorizing Change Order No. 3 And Extend Contract Meter Replacement Phase II.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **voice vote**, all members present voted, **"Aye". Adopted**

### **1. New Hampshire Avenue Treatment Plant**

- Resolution Awarding Change Order #11

This Change Order includes changes to the chemical feed system, lightning protection, changes in the filter building and deletion of the photovoltaic system. It is an extension of time for 145 days and a decrease in the amount of the contract by \$150,134.00. Mrs. Lapa read **Resolution # 13-62 Authorizing Change Order No. 11 Expansion And Upgrades To New Hampshire Avenue Water Treatment Plant.** Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **roll call**, all members present voted, **"Yes". Adopted.**

### **2. Cedar Bridge Raw Water Mains**

- Resolution Awarding Change Order #2

This is an increase of 331 days and an increase in the amount of \$17,248.61. This is for the trees. Mr. Waxman asked Mr. Morrill if he recommends it. Mr. Morrill said yes. Mrs. Lapa read **Resolution # 13-63 Authorizing Change Order No. 2 And Extend Contract Cedar Bridge Raw Water Main.** Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **roll call**, all members present voted, **"Yes". Adopted.**

### **3. Well 15 Emergency Repair**

- Resolution Awarding Emergency Repair Contract

In the packet on page eleven is a memo from the engineer indicating that emergency repairs are required. Also, on pages nine and ten, is the proposal from the drilling contractor in the amount of \$17,169.25. Well No. 15 has failed. The Authority had the drilling contractor come out to give an assessment and found that the motor was bad. He thought the pump could limp through the summer. We were afraid it would take too long to get a new pump. The contractor was able to get a new pump within a week and had the well online within ten days. The contractor did a very good job. Mrs. Lapa read **Resolution # 13-64 Awarding Contract On An Emergency Basis Without Public Bidding Pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.** Motion was made by Mr. Coles, seconded by Mr. Waxman. On a **roll call**, all members present voted, **"Yes". Adopted.**

### **4. Woodlake Sanitary Sewer Improvements**

- Resolution Awarding Professional Services Contract Phase 1

This is for the preparations for the as-built drawings for Phase 1. The contract is from GTS Consultants in the amount of \$4,150.00. Mrs. Lapa read **Resolution # 13-65 Awarding Professional Services Contract Phase 1**. Motion was made by Mr. Waxman, seconded by Mr. Coles. On a **role call**, all members present voted, "**Yes**". **Adopted**.

**5. Repair and Replacement of Sanitary Sewer on Redondo Lane**

- Resolution Awarding Contract

This is Phase 2. The contract is being awarded to RNR Contractors in the amount of \$466,351.44. Senator Singer asked if they are the low bidder. Mr. Morrill said yes. Senator Singer questioned if they are aware of the watering issue that was a concern. Mr. Morrill said that the great discrepancy between the bidders was a grave concern. RNR Contractor's bid was \$466,000, the second low bidder was \$577,000 and the third low bidder was \$673,000. Mr. Waxman asked if Mr. Morrill if he has any experience with them. Mr. Morrill said no. Mr. Waxman asked if references were called. Mr. Morrill said the consultant called them and asked for references. He got very good references. The contractor was informed that the job is wet and that there will not be any change orders on this job. If they cannot do this job for the bid amount, they can back out. They have ten days by State Law to back out. The contractor said no, they feel they can do the job. Senator Singer said that we should be on top of it. Mrs. Lapa read **Resolution # 13-66 Awarding Contract To RNR Contractors, Inc. For Redondo Lane Sanitary Sewer Improvements**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **role call**, all members present voted, "**Yes**". **Adopted**

**6. Leisure Village East Lift Station Repairs**

- Resolution Awarding Change Order #1

The Change Order is an increase in the amount of the contract by \$3,397.71. At last month's meeting it was discussed that the Authority wanted to add drainage improvements. This is an addition of \$6,419.00. The drainage improvements are absolutely needed. Mrs. Lapa read **Resolution # 13-67 Awarding Change Order No. 1 And Extend Contract Leisure Village East Lift Stations Repairs**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted**.

**7. Brick Township Municipal Utilities Authority Interconnections – Project Status**

A meeting was held with the contractor on May 9, 2013 and it was determined that the pumps need to be redesigned. A pump manufacturer was brought in and they said that the pump that was going to be used should not be used in this instance. Basically, the pumping system is being redesigned. The Authority is changing from pumps that will give an efficiency of forty five percent to pumps that will give an efficiency of seventy five percent. Plus it is changing our capacity so that the station is being built one time and we will not have to go back in and exchange the pumps at a later date when we want the flows to be increased. Senator Singer said he wants a letter sent to Avakian. They claim that they knew what they were doing. Mr. Morrill said one of the contractors told him that they have never seen Avakian doing this type of work. For some reason Avakian thought they could do it. Mr. Morrill tried to stay with them a month longer than he should have. When he met with the pump manufacturer it became obvious that we cannot keep on going in this direction. The plans were a disaster. GTS was hired to revise plans and fix it up. GTS was going to do the inspection on this project. Mr. Morrill said he spoke with their engineer and he said he can get it changed. Mr. Morrill is working with the pump manufacturer.

We can actually utilize the same volt but instead of putting in two pumps, three pumps are being put in. We are going from twenty five horsepower pumps to five horsepower pumps.

#### **8. Airport Road Water Storage Tank – Project Status**

The Authority attorney, Mr. Smith, sent a letter dated April 19, 2013 to the Surety Company calling in the maintenance bond. Apparently the contractor then remembered he needed to come out and fix the problems. He said he was waiting for us. It seems like we are going forward in getting the repairs done. Senator Singer asked if they were minor repairs. Mr. Morrill said yes, they are very minor. The biggest item is getting the fence back on the Authority's property. Mr. Flancbaum said that the contractor said he installed the fence as per Remington Vernick's layout. It is not their fault they just installed per plan. Mr. Flancbaum said he was in contact with Remington Vernick about it. Senator Singer said that if it Remington Vernick's fault, they will have to pay for it. Mr. Smith said he did call in the bond and spoke with the adjustor.

#### **9. 216 Joe Parker Road 28 Lot – Project Status**

This is a complicated job that is requiring night work to install the water connections. This is due to the traffic in the area. We also came to a situation that the water main was not installed according to the plan because there are three gas mains in the roadway. We are getting the plan revised. Then we need to go to the fire commissioners. The water main is going to be put in the right of way but outside of the pavement, which will cause some damage to their lawn. We will repair it afterwards. But the Authority needs a right of entry from them and we would like to have a plan to show them. Mr. Flancbaum said because the County is requiring the work to be done at night, there are customers that will be not have water service overnight. Tonight will be the big tie-in on Ridge Avenue. There will be a few dozen customers that will be affected. This includes Calvary Light House and entire County Line Manor Development. They were all notified last week. Mr. Flancbaum said he called Calvary Light House because he knows they have a school there. Mr. Waxman questioned from when till when will the water service be off. Mr. Flancbaum said that the construction will commence at 8:00 P.M. and the service should be restored by 6 A.M. It should take only one night. Senator Singer said for the Authority's mapping purposes, speak to the gas company and see what they have mapping wise of their lines. This would be helpful for our GIS system. Mr. Flancbaum said that the gas company probably has their own GIS system that we could import into ours. But he is not sure if the gas company would want to give it to the Authority. Senator Singer asked why they would not want to give to us. Mr. Flancbaum said maybe because of security regulations. Senator Singer said they can give it to another Authority. We are an Authority that wants to make sure when we do work on our lines we plan properly. Mr. Morrill said that actually it was known that there are three lines, but the engineer thought that there was enough room to get the water main between one of the lines. Senator Singer questioned which engineering firm was involved. Mr. Morrill said it was Flannery Webb and Hansen. Senator Singer said that they are the project's engineer, not the Authority's. If the gas company will not do it, let the commissioners know and perhaps Mr. Smith should get involved. Mr. Morrill said he is not sure if it is true, but his understanding is that Brick Township did the mapping of the gas lines and sold the GIS information to the gas company. Mr. Morrill thinks that the Authority would have to gather the information and charge the gas company. Senator Singer said now that we are a customer of Brick Township we should be able to get from them what they have.

## **VIII. Attorney's Report**

Mr. Smith said he reported and added to the engineer report.

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

### **1. Letter from Municipal Manager requesting Authority funds**

Senator Singer explained to the Commissioners that the Authority received a letter from the Township asking for Authority money. Mr. Flancbaum, with the help of the staff, wrote a letter in response. The letter was given to all the Commissioners to look over. Senator Singer said the letter is excellent and thanked Mr. Smith and the staff. Senator Singer said the Township needs to understand that the Authority does not have that money. He does not know where the Township got the idea about the money. Mr. Waxman said it is an excellent letter.

### **2. Resolution to require GPS coordinates on Developer As Built Plans**

This was discussed at last month's meeting and today we have a resolution to formalize it. Mrs. Lapa read **Resolution # 13-68 Requiring GPS Coordinates On Developer As Built Plans**. Motion was made by Mr. Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

### **3. Resolution to accept proposal for Landscape Maintenance**

Senator Singer handed over the gavel to Mr. Coles and did not participate in the discussion.

Responses to our Request For Proposals were opened last Friday May 31, 2013 at 2:00 P.M. Two proposals were received. One was from Clintar Landscape Management Services for \$36,495. The second one was from Meticulous Landscaping for \$23,000. The Authority would like to accept the lower bid from Meticulous Landscaping. Mrs. Lapa read **Resolution # 13-69 Awarding Contract For Landscape Maintenance**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, Mr. Sernotti, Mr. Coles, Mr. Waxman and Mrs. Fish voted, "**Aye**". Senator Singer "**Abstained**". **Adopted**.

Mr. Coles handed the gavel back to Senator Singer.

### **4. Resolution to give old vehicles to Lakewood Township**

One of the Members of the Township Committee contacted Mr. Flancbaum regarding the old vehicles that Authority was getting rid of. The Township has asked if the Authority can give them the vehicles. Mrs. Lapa read **Resolution # 13-70 Authorizing Disposal Of Personal Property**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, Mr. Sernotti, Mr. Waxman, Mrs. Fish and Senator Singer voted, "**Aye**". Mr. Coles "**Abstained**". **Adopted**.

### **5. Resolution to accept proposal from the Gibson Tarquini Group, Inc. for emergency egress plan for Administration Building**

Mr. Flancbaum contacted Chief Lawson, Police Chief, regarding coordinating fire drills for the staff in the Administration Building. It was recommended that prior to conducting fire drills, emergency egress plans should be posted around the building. A proposal was received from Gibson Tarquini Group. They are the architects that designed the rehab of the Administration Building. The proposal is for \$800. Mrs. Lapa read **Resolution # 13-71 Awarding Contract Without Public Bidding For Emergency Egress Plans For The Administration Building**. Motion was made by Mr. Sernotti, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

**6. NJDEP Compliance Evaluation & Assistance Inspection**

On March 27, 2013 an environmental specialist from the DEP came to our facilities to conduct a compliance evaluation and assistance inspection. A full report of the inspection was received on May 20, 2013 and we were found to be in full compliance.

Senator Singer said that the Authority is going ahead with employee evaluations. Mr. Flancbaum is working with the Labor Attorney to set up the evaluations. The Labor Attorney will be coming in and meeting with the managers to discuss how it should be done so that it is done properly. The committee that will do the evaluations will be set up. Mr. Flancbaum said he received a draft evaluation form and reviewed it with the department heads. He asked for their input. The form is good as it was presented to us.

Senator Singer asked if there was any response for the mailing that was done for the search for a water treatment plant operator. Mr. Flancbaum said yes. Yesterday he reviewed together with Mr. McGregor six or seven resumes of licensed operators. Some of them had salary requirements that were higher than what this position entails. We started sending out messages to call for interviews. Senator Singer asked if the mailing was a good idea. Mr. Flancbaum said yes it was a good idea.

Mr. Flancbaum wanted to inform the Commissioners that Mr. Terry was in last week. His doctor has said that he should take off another three weeks before returning to work. The appropriate FMLA forms were sent to him informing him that he is eligible for leave under FMLA. He has plenty of sick days so he will be out on paid sick leave until he returns.

**X. Instrumentation/IT Department Report**

Mr. Farina greeted the Chairman and Commissioners and informed them that Mr. Copeland will be handing out two sample drafts of the Authorities new web main page and asks if they would examine the drafts and give their input. We have worked with our web designers to create two rough drafts that we have presented to the Executive Director, and he would like these presented to you to choose which one you prefer. Once the general design is selected, we will proceed with the drop-downs, wireframes and internal pages. Mr. Flancbaum explained that the two drafts are basically the same except for the background and the colors. The format is exactly the same on both proposed layouts. Senator Singer asked each Commissioner and Mr. Flancbaum which background color they prefer, the dark or the light. It was decided to go with the dark background.

A database was created of over 800 customer e-mails cross-referenced with account number and property that we are in the process of importing into our billing system. We believe that this will lay the groundwork for future customer contact, notifications and reduced paperwork.

A meeting was held with the new radio contractor along with his team last week to review all their findings with regards to the problems in our system. The good news is that they are going to be able to redeploy most if not all of the radio equipment less the network switches which are of the wrong type. However, there is a multitude of problems ranging from incorrectly installed antenna/radios, misapplying telephone poles to accommodate microwave radios, grounding,

cable runs and poor workmanship. We are now awaiting a quote from this contractor to physically survey the system, which includes climbing poles and towers and taking soil samples, to determine the best suitable locations for the radio/antennas and how to properly reinstall the poles. Mr. Flancbaum said that he has been in contact with Mr. Smith about a possible recourse against New Jersey Business Systems. They are a State Contractor. Mr. Farina said that what was done was completely above their head.

The Leisure Village East Sewer Lift Station is now completed leaving some small punch list items that still need to be addressed. It is fully under the control of our SCADA system and has been for nearly two weeks. We are communicating with the station via our original 900 MHZ radio system until our new radio system is functioning and reliable.

As of today our last two remote locations are being alarmed via cellular technology. This only leaves the stations that are slated to be rehabbed without security at this time.

The last of the lightning protection system for 390 New Hampshire Avenue Complex is slated to be done in the next couple of weeks. After this work is completed we will be as fully protected as possible. The original electrician and lightning protection contractor will be performing the work as they have already delivered quality work and goods to the Authority and will insure a seamless continuity of the system.

Senator Singer told Mr. Flancbaum that he should take a look at the storage facility that was discussed previously and what will be needed to rehab the storage boxes. It will not happen overnight. It needs a lot of planning. Most of the storage boxes are the engineering department's files. We have to see what has to be kept and stored, either in a secure facility or on-site. The files were kept in storage in a trailer. It should not be stored like that, we were very lucky. Maybe the summer intern can help with the file boxes. We have to take a hard look at what is being kept, what is taking up space and what should be put on microfiche. It was smart that when the Administration Building was being renovated windows were put in the storage room. That area can be converted to offices if needed.

Senator Singer thanked Mrs. Lapa for taking care of arranging direct deposit for the payroll checks. This is being done for all the employees and commissioners of the Authority. At some point we should talk about the Commissioners becoming paperless, but we should wait until it becomes more affordable. Instead of the Commissioners having booklets at the meeting, each commissioner should have their own pad. That is the direction that everyone is going. In the legislature everything is on computers, no more paper. Senator Singer also thought that maybe a system can be bought that can record the meeting and print it out verbatim.

**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. Coles and seconded by Mr. Sernotti to approve the Operating Vouchers in the amended amount of \$552,703.91. On a **Voice Vote**, all members present voted, "**Aye**". **Motion passed.**

Senator Singer announced that a tour of the facilities will take place right after the meeting.

**XV. CLOSED SESSION**

**XVI. OPEN SESSION**

**XVII. ADJOURNMENT**

A **motion** was made by Mr. Coles, seconded by Mr. Waxman to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:39 A.M.

Respectfully submitted,

Nancy Lapa,  
Secretary, LTMUA