



Board of Commissioners

Senator Robert Singer, Chairman

P. G. Waxman, Vice Chairman

Raymond Coles, Treasurer

Anne Fish, Assistant Secretary

Craig Theibault, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

November 8, 2017

- I. Senator Singer opened the meeting at 3:00 P.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 10, 2017 and The Tri Town News on February 15, 2017.
 - III. **Salute to the Flag**
Senator Singer asked for all to remember our veterans and thank them for their service both past and current. This coming Friday will be Veteran's Day.
 - IV. **Roll Call of Commissioners**
On a roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flancbaum, Mr. Theibault, 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. 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 October 3, 2017, was made by Mr. Waxman and seconded by Mrs. Fish. On **roll call**, all members present voted, "**Yes**". **Motion carried.**
- Chief Financial Officer Report**
1. **Financial Results Review For October 31, 2017**
The Authorities net position for the period ending October 31, 2017 is \$3.7 Million which is ahead of the budget of \$2.5 Million by approximately \$1.3 Million. The Authority's operating revenues as of October 31, 2017 is \$11.3 Million which is approximately \$730,000.00 ahead of budget. The increase continues to be driven by the non-recurring connection fees and water and sewer service charges. The Authority's expenses

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through October 31, 2017 are approximately \$7.5 Million. This is less than the Authority budget by approximately \$570,000.00. Senator Singer asked for the results of the Tax Sale. Mr. J. Flancbaum said at the start the total outstanding balance was \$267,539.04. Prior to the actual Tax Sale \$205,667.06 was collected. \$61,878.98 was collected at the tax sale itself.

2. Motion to Approve Operating Voucher

Mr. Rappoccio provided the commissioners and Mr. J. Flancbaum with a list of abstentions. The construction account amount to be disbursed is \$79,660.00. The escrow account will be disbursing \$43,296.00. A **motion** to approve operating vouchers in the amount of \$1,031,056.99 was made by Mr. Theibault, seconded by Mr. Waxman. On **roll call**, all members present voted, "**Yes**" with noted abstentions. **Motion Carried.**

3. Resolution to Adopt the 2018 Budget

The budget was received back from the State in good standing. It was approved. It can now be adopted. Mrs. Lapa read **Resolution #17-97 2018 Adopted Budget**. Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. On **roll call**, all members present voted, "**Yes**". **Adopted.**

Senator Singer thanked Mr. Rappoccio and Mr. Bauer for their work on the budget.

VI. Engineer's Report

Mr. Ponsi's Report

Added on to the agenda:

Declaring an Emergency to Repair Well #15 and Well #18

There are problems at two wells, Well No. 15 and Well No. 18 as per the memo that was handed out. We noticed there was a drop in production by Well No. 18 last week. It was investigated and a well driller was also brought in to investigate. It was determined the casing piping has broken at the reducing joint. At this point Well No. 18 is down. The pump/motor stopped working last month at Well No. 15. We think it is a manufacturer warranty issue. It was sent to the manufacturer. We have not received a time frame when the results will be received. Now both wells are down. At this point an emergency needs to be declared to get Well No. 18 immediately up and running. If we do not get a time frame for getting Well No. 15 permanently up and running, we want to use temporary measures to get it up and running with new safe water. Mr. Waxman asked how much it will cost to get Well No. 18 up and running. Mr. Ponsi said that they do not know yet. We are in the middle of getting proposals. Mr. Waxman asked if there is a time frame on getting Well No. 15. Mr. Farina is communicating with the well driller and the manufacturer. Mr. J. Flancbaum said that Well No. 15 problem seems to be a manufacturer issue. The pump is at the manufacturer's factory in Texas. A temporary pump will be installed either Friday or Monday. The cost will for installation of the temporary pump will be \$3,100.00. Mr. Farina told the well driller, we do not want to be in the situation where we install the pump today for \$3,100.00 and then tomorrow you will tell us the pump is ready. The well driller said that from the day he gets the pump back it will take up to two weeks before it is ready to be put back in because he has to do additional work on it so it is worth spending \$3,100.00 now. Even though now is the off peak season, the water is needed for injection in the ASR well. Mr. J. Flancbaum thinks it is a worthwhile investment to do it now. Mr. Smith asked how long will the temporary pump be good for. Mr. J. Flancbaum said for as long as it is needed. Mr. Smith said then it may not be necessary to do an emergency resolution. Senator Singer said yes it will be because we need it to be installed right away. Mr. Theibault asked

how the Authority's production will be affected with the two wells down. Mr. J. Flancabaum said it affects the Authority's ability to inject as much water as possible into the ASR Well. It will not affect the customers in terms of enough supply because it is the off season. Mr. Waxman asked what the effect would be if this would have happened at peak season. Senator Singer said the Authority would increase the amount of bought water. The Authority has an emergency statute that allows water purchase from New Jersey American Water Company and Brick MUA in an emergency situation. Mr. Waxman asked if there can be a condemnation on water. Mr. Smith said no, only on land. Mrs. Lapa read **Resolution #17-98 Declaring An Emergency For The Repair Of Well No. 15 And No. 18**. Motion was made by Mr. S. Flancabaum, seconded by Mrs. Fish. On **roll call**, all members present voted, "**Yes**". **Adopted**. Mr. Smith wanted the record to reflect that since this is an emergency situation he was not apprised of this resolution. He will prepare the necessary form and have it sent to the Authority within the next day or two.

1. Chestnut Street 4 Duplex Units

- Resolution Granting Conceptual, Technical & Final Approval

This is Noah Gordon's project. On October 20, 2017, a review of the plans was received from GTS Consultants. At this time the Authority may grant Conceptual, Technical and Final Approval conditioned on the letter of review. Mrs. Lapa read **Resolution #17-99 Grant Of Conceptual, Technical And Final Approval Chestnut Street 4 Duplex Units**. Motion was made by Mr. S. Flancabaum, seconded by Mrs. Fish. On **roll call**, Mr. S. Flancabaum, Mr. Waxman and Mrs. Fish voted, "**Yes**". Senator Singer and Mr. Theibault abstained. **Adopted**. Senator Singer said he is abstaining because he is not sure if they have anything with the bank and he does not want to take a chance.

2. Connection Fees 2018

- Resolution Awarding Professional Services Contract

A proposal was received from Mott MacDonald on October 23, 2017 for the connection fee analysis for 2018 for a cost not to exceed \$2,400.00. This is \$200.00 more than the proposal received in 2016. Mrs. Lapa read **Resolution #17-100 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 et seq.** Motion was made by Mr. S. Flancabaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

VII. Attorney's Report

Mr. Smith said he has nothing additional to report.

VIII. Executive Director's Report

1. 2017 Tax Sale Results

The results were discussed in the CFO's report. The months leading up to the tax sale required a tremendous amount of coordination and interaction with the Township Tax Collector's office. Mr. J. Flancabaum would like to thank Ms. Gaynor for spearheading the effort and doing a great job coordinating with the Tax Collector's office. Mr. J. Flancabaum would also like to thank her staff very much for the outstanding job they have done.

2. Resolution Authorizing the Execution of a Software Support & License Agreement with Edmunds & Associates, Inc.

This is the annual support agreement. The total price is \$11,099.00, which is the same as last year. Mrs. Lapa read **Resolution # 17-101 Awarding Contract To Edmunds And Associates, Inc. For Computer Software And Hardware Maintenance 2018**.

Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Resolution Appointing Special Litigation Counsel

A Request For Proposals opening was held on November 2, 2017 for Special Litigation Counsel. Five proposals were received from various firms. Upon review of each proposal for conformance with the criteria outlined in the Request For Proposal, it is recommended to award this contract to Hiering, Dupignac, Stanzione, Dunn, & Beck. Mrs. Lapa read **Resolution # 17-102 Appointment Of Professional Personnel**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Resolution Authorizing Purchase of a 2016 Chevrolet Low Cab Forward Truck

A Request For Proposals opening was held on October 24, 2017. Two proposals were received. One was from Hawthorne Chevy for \$45,555.00 and the second one was from Pine Belt Chevy for \$39,998.00. It is recommended to purchase from Pine Belt since they are the lower price. Mrs. Lapa read **Resolution # 17-103 Authorizing The Purchase Of A 2016 Chevrolet Low Cab Forward Truck**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

5. Resolution Authorizing Purchase of a Spartan Urban Warrior Skid Mounted Hydro-Jetter

There was a bid opening on November 3, 2017. One bid was received from H.A. DeHart and Son Inc. in the amount of \$49,879.00. The purchase will give the Authority the ability to maintain a comprehensive ongoing maintenance program for our sewer lines. This will be mounted on the Chevy truck that is being purchased. Mr. Waxman asked if it is cheaper to get outside help. Mr. J. Flancbaum said that as the commissioners know, the Authority have always used outside vendors for preventative maintenance and emergency work. The Authority had some issues in the past year or two when there were blockages. There were issues with getting help in a timely manner. Lakehurst came as a favor with their jet truck. This jetter is easy to use. Mr. Farina and Mr. Robbins travelled to a company that uses the same jetter. This company said that the big jet truck that they have basically sits there. The jetter that they have mounted on the back of a truck works great. Senator Singer said that because the Authority does not have one, the Authority relied on either Jackson or Brick to use their truck and pay them for the use. The problem is that in an emergency situation, if they are using their trucks for regular maintenance, they are not pulling their crew off to take care of the Authority's emergency. This is a problem. Mr. Waxman asked if this is something that should be purchased together with other Municipalities. Mr. J. Flancbaum said no, this is something that the Authority will use on a regular basis. Senator Singer said the Authority needs to have one available when they need it. The Authority had a problem and could not get a jet truck to come. Since Mr. Robbins is the Mayor of Lakehurst and an employee of the Authority, they were able to do us a favor. The Authority is getting too big for that kind of situation. Mrs. Lapa read **Resolution #17-104 Awarding Contract For The Purchase Of A Spartan Urban Warrior Skid Mounted Hydro-Jetter**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

6. Resolution Authorizing Sale By Auction of Block 189.03 Lot 162

The decommissioning of the Woodlake Pump Station has been completed and confirmation of compliance from the NJDEP was received. The Authority is now ready to sell the site. The site is just shy of nine tenths of an acre and does not frontage on the

public right of way. It fronts Pinehurst Boulevard which goes through Tivoli and Woodlake apartment complex. It is a private street. It backs up to Larson Ford and a camper dealer on Route 88. Tivoli has expressed interest in it. The land is zoned for B-2 so it is a flexible zone. Mr. Waxman asked if there is a minimum bid. Mr. J. Flancbaum said an appraisal was conducted in November 2016 by Integra Realty Resources. The appraisal concluded that the highest and best use is assemblage with adjacent properties and placed a value of \$310,000.00 on the site. A resolution was prepared to auction the site. The Authority spent around \$107,000.00 decommissioning the pump station. The resolution prepared does not have a minimum bid on it but a minimum bid should be placed in it. Mr. Smith said it is an absolute right to set a minimum bid, which is a reject number. Mr. Waxman asked if we can put the amount at the appraised value plus what was spent. Senator Singer said he thinks that if the Authority does that, no one will buy it. Senator Singer said his concern is that there are only three possible users of this lot. A minimum bid needs to be put in. If \$110,000.00 is put in as minimum bid, the monies put in are covered and the Authority can walk away from a piece of property that it does not need and does not want to maintain. Really the only two users of this property would be Tivoli and possibly Larson Ford. Senator Singer said he would like to get the commissioners input on this. Mr. Waxman asked if we can put in the appraised value. Mr. Smith said that you can put it what you want. Senator Singer said he is scared it will scare them away. Mr. Waxman asked what the cost of the auction is. Mr. J. Flancbaum said the only cost is the cost of the advertising. Mr. Waxman said the minimum bid should be the appraised value and if no one bids we can see then what to do. Senator Singer told Mr. Waxman that he is the expert on this and will rely on his advice. Mr. J. Flancbaum said that this lot is triangular in shape and is .89 of an acre. It is a large property. Mr. Waxman asked what it is assessed at. Mr. J. Flancbaum said he does not know what the tax assessment is. Mr. Waxman said he will find out. Mr. J. Flancbaum said that this property is Block 189.03 Lot 162. Mr. Waxman said to continue with the next item on the agenda while he gets the information.

7. Resolution Awarding Contract for Snow Plowing Services

A Request For Proposal opening was held on November 3, 2017. One proposal was received from Snow Services Plus Corporation. They are the same company that has been servicing the Authority for the last few years. They do an excellent job. Their price is \$3,685.00 per month which includes three occurrences per month with a threshold of fifteen inches of snow per month. The contract would run from December 1, 2017 through March 31, 2018. Mr. Smith asked if it under the bid threshold. Mr. J. Flancbaum said it is. Mrs. Lapa read **Resolution #17-105 Awarding Contract For Snowplowing Services For Winter Season 2017-2018**. Motion was made by Mr. S. Flancbaum, seconded by Mr. Theibault. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

IX. Technical Operations Report

Field Operations Report:

1. NJDEP Site Tour

On October 19, 2017 a NJDEP required site tour was conducted. The tour consisted of all of the Authority's water source sites both existing and future. Mr. Fred Diaz, Mott McDonald engineering consultant, Mr. Mark Hubal, NJDEP Geologist, Mr. Kenneth M. Komar and I were in attendance. The DEP representative was quite satisfied after seeing all of our well sites and water treatment facilities.

2. Shorrock Street WTP Filter Tanks

We have completed the Shorrock Street pressure filter tanks sandblasting and re-painting as was promised in last month's report. Pictures of before and the finished product were shown on the conference room screen. Taking care of this task in house resulted in the total cost to the Authority to be approximately \$8,700.00 which included all man power hours, materials, supplies and purchased equipment. This amounted in an approximate savings of \$16,300.00 to the Authority with respect to the lower of two bids received from industrial painting contractors. In addition, we were able to insure a proper and thorough sandblasting job with multiple coats of paint applied. Also we touched up several areas of concern on both our backwash and ground water storage tanks as well. The contractors pricing only included a single coat of paint and no work to be performed on any other tanks.

3. Shorrock Street WTP Old Chemical Room Conversion

An effort is now underway in converting the old chemical room in the Shorrock Street Water Treatment Plant into that of a central stockroom and work room. All of the work including demolition and electrical is being handled in house and no outside contracting will be utilized.

Technical Operations Report:

4. SCADA System Status

All SCADA systems are functioning properly and all pending projects are in process in a timely fashion.

5. Flow Meter Certifications

All of the flowmeters that are required to have yearly calibrations per the NJDEP are now performed in house and are completed for the next required inspection cycle. Before it was done in-house, the manufacturer from California would come to calibrate the meters. It would cost at least \$4,500.00. The Authority now has the equipment and trained personnel for the calibrations. Senator Singer thanked Mr. Farina.

IT Department Report:

6. Edmunds Upgrade

The Edmunds application upgrade project from version 3.7 to 4.2 has been completed.

7. Cyber Incident Response Plan

The second phase of the Cyber Incident Response Plan having to do with the Water Quality Accountability Act is complete. Work has now begun on the third and final phase.

8. Barcoding Project

Work has begun on the computerized maintenance management systems' Barcoding project.

GIS Report:

9. GIS Server

The in house server and database are installed and functional. Data is being migrated into it and the process of assigning accounts has begun.

10. Imagery and Lidar Data

NJDEP imagery and LiDAR data has been received as were two foot and five foot reference contours. They were added to the web based mapping system.

11. GPS Data Collection

Field personnel are to begin training on the use of our GPS collection data equipment. That will also eliminate in the near future for the need for engineering consultants to collect this data.

Senator Singer asked what amount should be put into the resolution for the land auction. Senator Singer recommended that the appraised amount should be put into the bid and if the assessed valuation is higher we will then go with that amount. Mr. Waxman said he is comfortable with the appraised value. Senator Singer said that the minimum bid amount should be \$310,000.00, the appraised value. Mrs. Lapa read **Resolution # 17-106 Authorizing The Sale At Auction Of The Former Lift Station Property Off Of Pinehurst Drive, Lakewood, New Jersey**. Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

X. Commissioners' Report

XI. CLOSED SESSION

Senator Singer asked for a closed session to discuss possible litigation with the DEP. Senator Singer spoke with the Commissioner today and he would like to share the information. The meeting went into closed session at 3:30 P.M. Mrs. Lapa read **Resolution #17-107 To Go Into Closed Session**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote** all members present voted "**Aye**". **Adopted**.

XII. OPEN SESSION

A motion was made by Mr. Waxman, seconded by Mrs. Fish at 3:41 P.M. to go back into open session. On a **voice vote** all members present voted "**Aye**". **Motion carried**.

XIII. Meeting Open To The Public

There was no response from the public.

XIV. Meeting Closed To The Public

Mr. J. Flancbaum said that he has the assessed value for the pump station property to be auctioned. The land is assessed at \$192,800.00. It was decided to put the appraised value in the resolution.

Mr. Theibault asked for the status of the solar field. Mr. J. Flancbaum said as you can see the site was cleared and they say it will be done in three months' time.

XV. 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 3:42 P.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA