



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

August 5, 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, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer. 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., and Mr. Bob Farina, Director of Operations.

Senator Singer seated both Mr. S. Flancbaum and Committeeman Lichtenstein.

LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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

Senator Singer announced that Mr. Theibault passed away and fortunately his family qualified for all the insurances available to them. He then asked the Board for a motion to appoint Mrs. Miller as the treasurer in Mr. Theibault's place.

Motion made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **"Yes."** **Motion carried.**

V. Minutes

Motion to approve the minutes of the Regular Monthly Meeting held on July 1, 2025, was made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes."** **Motion carried.**

VI. Chief Financial Officer Report

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

1. Resolution to add Roth IRA option to Empower

Currently our offering to employees through Empower does not contain a Roth IRA option. We were recently made aware that the Roth option is a requirement of the State of New Jersey for catch-up contributions. We only offer pre-tax contributions. The Roth IRA option will allow employee post-tax contributions. Employees will be allowed to select either or both options.

Motion made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **"Yes."** **Motion carried.**

2. Motion to Approve the Operating List

The Operating Expense List in your Board Packets is \$1,564,344.98. There are no unexpected items to discuss. The list includes \$628,825.00 for the OCUA 3rd Quarter estimated payment, \$86,961.40 for NJ American Water monthly purchased water and \$196,211.81 of Construction Costs of which \$97,510.00 is for the GAC buildings project which is iBank funded, and \$29,575.99 for Rotary Actuators for Filter #3 at the New Hampshire Plant. In addition, the Operating Expense List is hereby amended for one invoice from Levin Shea Pfeffer and Goldman in the amount of \$4,218.50 for legal services rendered.

This additional invoice brings the Operating Expense List amended total to \$1,568,563.48. I recommend that the board approve the Operating Expense List as amended to \$1,568,563.48, with noted abstentions.

Motion made by Committeeman Lichtenstein and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **“Yes.” Motion carried.**

Mrs. Fish arrived as was seated.

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. & Mr. Colin Farrell, CEng MIEI Director of Engineering

1. Ronald Road School (Owner/Developer: Binas BY, Inc – Faigy Green)

The following are the site specific terms for the Developer’s Agreement for the Ronald Road School project:

- The Developer will provide proof of lot consolidation to the Authority prior to meter installation.
- The Authority Engineer must confirm adequate sewer capacity downstream of the proposed development.
- The Developer agrees to pay \$17,132.00 as a fair share contribution towards improvements to the Authority’s existing sanitary sewer system in order to increase the system’s capacity for the benefit of the development.

At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'.

- **Resolution No. 25-60** Authorizing the Execution of a Developers Agreement for Ronald Road School

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

2. Avenue of the States Retail Center (**Owner/Developer: Tower Park Equity, LLC – Mark Chopp**)

The following are the site specific terms for the Developer's Agreement for the Avenue of the States Retail project:

- The Authority and Developer agree connection fees will be charged based on the equivalent usage report submitted by the Developer.
- The Developer agrees to enter into a monitoring agreement where the usage for the building will be monitored for a period of 5 years.
- If the usage of the building exceeds the amount as noted in the monitoring agreement the Developer agrees to pay the overage in connection fees at the Authority's connection fee rate at the conclusion of the monitoring period. The Authority will not reimburse the Developer if they use less than what was estimated.
- Connection Fees must be paid prior to installation of the meter.

At this time the Authority may accept the terms of the Developer's Agreement as described in Schedule 'B'.

- **Resolution No. 25-61** Authorizing the Execution of a Developers Agreement for Avenue of the States Retail Center

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

3. New Hampshire Avenue WTP Boiler Replacement

the Authority received change order request #1 from PS&S for Unitemp for a credit of \$20,000 for unused allowance for the project.

At this time the Authority may approve change order #1 for Unitemp in a net credit amount of \$20,000 for unused allowance for the New Hampshire Water Treatment Plant Boiler Replacement project.

- **Resolution No. 25-62** Awarding Change Order #1 for New Hampshire Avenue Water Treatment Plant Boiler Replacement

Motion made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **“Yes.” Motion carried.**

4. Sanitary Sewer Extension to Old Pine Acres

The Authority received a proposal from CME Associates for engineering services including finalizing design, permitting, bidding, construction administration, inspection and As-Built services for phases 2A and 2B of the sanitary sewer extension to provide sanitary sewer service to the region of the township known as Old Pine Acres in the cost not to exceed amount of \$488,992.00.

At this time the Authority may award a professional services contract to CME Associates for engineering services for Phases 2A and 2B for the sanitary sewer extension to provide sanitary sewer service to the region of the township known as Old Pine Acres in the cost not to exceed amount of \$488,992.00.

Senator Singer reminded the Board that this is the end of the Pine Acres project. Old Pine Acres were small lots on septic that are failing. We have delayed this as long as we can, there is going to be a need for them beyond sewer. It's critical we do this in this area because of all the development. Mr. J. Flancbaum added that some of the money for this project will hopefully come from the design grants that we will get from the DEP. And some money from the lawsuits, Senator Singer added. Mr. J. Flancbaum agreed and said

this will be done concurrently with the downstream upgrade which is next to be done on the agenda.

Committeeman Lichtenstein asked if we are adding water. Both Senator Singer and Mr. J. Flancbaum answered we have always had water there. This will take place over the next several years. In addition to the design grants, we hopefully will get construction grants. We did the first phase with the money from the Township that they were gracious enough to give us. We did as much as we can in the first phase. The sewer lines go through Leisure Village and they haven't been touched in at least 50 years and they are in need of upgrading to accommodate the additional flows.

- **Resolution No. 25-63** Awarding Professional Services Contract for Sanitary Sewer Extension to Old Pine Acres

Motion made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **"Yes."** **Motion carried.**

5. OLV Sanitary Sewer System Upgrades

The Authority received a proposal from Van Cleef Engineering for engineering services including surveying, design, soil borings, analyzing sanitary sewer system metering, bidding, inspection & as-builts for the sanitary sewer system upgrades within Original Leisure Village from Old Pine Acres to the connection to the OCUA main in the cost not to exceed amount of \$375,300.00

At this time the Authority may award a professional services contract to Van Cleef Engineering for the engineering services for the sanitary sewer system upgrades within OLV from Old Pine Acres to the connection to the OCUA main in the cost not to exceed amount of \$375,300.00.

- **Resolution No. 25-64** Resolution Awarding Professional Services Contract for OLV Sanitary Sewer System Upgrades

Motion made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all members voted **“Yes.” Motion carried.**

Construction in Old Pine Acres isn't going to commence for a little while Mr. J. Flancbaum reported. The study will determine the first phases, whether or not we can replace the pipes in place or do we need to install new pipes alongside. We have a good relationship with the Village so when it gets closer to construction time, we will meet with them and come up with the best way to notify the residents. Senator Singer said we will work with them and try not to disrupt the residents, but this is not an option. We are going to see if we can upgrade the existing lines with the new technology

6. Motion to approve Senator Singers office being moved to the MUA Building temporarily while his office is closed for renovations.

Senator Singer informed the board that he was notified by the state that they're going to have to close his office to upgrade the security system, for about 6-8 weeks. He has requested of Mr. Flancbaum, Mr. Pfeffer and the Board if he can move his office upstairs in our building. He said they would bring in their own computers and staff. Mr. J. Flancbaum has said it would be no problem.

Motion made by Committeeman Lichtenstein and seconded by Mrs. Fish. On **roll call**, Senator Singer abstained, all other members voted **“Yes.” Motion carried.**

VIII. Attorney's Report

IX. Executive Director's Report

Given by Mr. J. Flancbaum, Executive Director

1. Resolution Authorizing the Increase of the Bid Threshold

The State of NJ has allowed entities that have a qualified purchasing agent in house to increase the bid threshold from \$44,000 to \$53,000. As you know, we have two QPA's so we have a resolution to authorize the increase of the bid

threshold which helps us tremendously with pricing out jobs and requesting proposals.

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

2. Resolution Authorizing the Disposal of Public Property

This resolution is related to our upcoming meter replacement project. Whereas in the past the old meters had some value, we were able to scrap them for metal. The new meters are plastic and have no value and need to be thrown in the trash. Lakehurst has told us they can utilize the meters. We replaced about 7500. Lakehurst can take what they need and the rest will be thrown in the trash. Committeeman Lichtenstein asked if we could have a garage sale where we let other MUA’s know we have the meters, and they can just come and pick them up. Mr. J. Flancbaum responded, saying he thought that was a good idea.

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

3. Customer Compliment

Mr. Bishop from Sterling Court called to let us know he had a wonderful experience with our field technician, Brian, who replaced his meter. He was professional, he called him Mr. Bishop, he called before arriving, did his work, checked his work and was knowledgeable. We have noted the account and placed the in Brians permanent personnel file.

4. Mr. J. Flancbaum introduced Uriel Rivera to the board. He is a Lakewood HS student who has been working with us part time for a few months. Everybody cannot say enough good things about him. He’s a good kid, smart and a really nice guy which is difficult to find. We are happy to have him on board. Senator Singer added that he went to the Superintendent, and she recommended him highly. And then Senator Singer told him that as you go further in your education if you want to work here part time we will work with you with your school hours. You are always welcome here if you want work. Senator Singer then continued

telling the board that he is the third intern we have had. Uriel then addressed the board directly, he thanked them for the opportunity and said he was grateful for it. He said it has been wonderful working here and he wanted to thank everyone directly.

X. Technical Operations Report

Given by Mr. Bob Farina, Director of Operations

Operations Dept:

1. Last week our annual hydrant system flushing was completed.
2. The Right to Know Survey for 2025 has been completed which required identifying all possible hazardous materials at all MUA sites. It was submitted to the NJ Dept. of Health at the beginning of July. The deadline for submission was July 15, 2025.
3. Our water quality team along with the operations dept. is diligently investigating the iron bacteria that was found in our well #3 on Towbin Ave. This investigation revealed the presence of these bacteria at our Beacon water storage tank and a hydrant off Locust St, with Locust St. being an area of dirty water and odor complaints. Operations are currently forming a radius of the locations that had the bacterium to determine its reach. The well has since been treated to mitigate these bacteria.
4. Greg Briody passed his Level 3 water treatment license. Currently, he is the first for the Authority to hold that level of licensure.

Technical Operations Dept:

5. All SCADA and communications equipment are up and running fine. LVE radio link was repaired and re-aligned. In this instance lightning only damaged a low-cost protection device and preserved the radio equipment.
6. We had our outside SCADA contractor separate the two main SCADA servers for NH Ave and Shorrock so that they work independently of each other. Prior to this if a server went down, it would have had to been repaired to get that

location back up and running now either server can keep the operation going uninterrupted.

IT Dept:

7. We had our security camera contractor come out to specify the remaining locations for installations. I had him divide the effort into 3 projects so that we can manage the projects properly and observe them in observation for a while prior to the start of the next.
8. The Sophos Firewall installation for the Shorrock Street plant begins this week and will take several days to complete including testing.

GIS/Cyber-Security Dept:

GIS:

9. Chris and Jon attended the 2025 Esri User Conference that was offered online, resulting in obtaining insight into new features and capabilities of our GIS software and the best ways to deploy them.
10. Technician Jon is now fully dedicated performing routine field duties in addition to his office duties.
11. The Authority's GPS equipment was recently utilized to re-mark the Southwest property boundary of 390 NH Ave. for the purpose of a fence installation.

Cyber-Security:

12. Set to attend the NJCCIC's mini class on cyber bit platform and Ransomware this month.

Commissioner's Report

Senator Singer informed the board that Lakewood Township is appointing a new Commissioner to the Authority and Committeeman Lichtenstein will be moving to governing in a full-time position. Congratulations to you.

XI. MEETING OPEN TO THE PUBLIC

XII. MEETING CLOSED TO THE PUBLIC

XIII. ADJOURNMENT

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. The meeting was adjourned at 10:36 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA