



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

P. G. Waxman, Commissioner

Samuel Flanbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

January 8, 2019

- I. Senator Singer opened the meeting at 10:08 A.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey immediately following the Sewer Rate 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 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. S. Flanbaum, Mr. Theibault, Mayor Coles, Mr. Waxman, Mrs. Fish and Senator Singer. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flanbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Colin Farrell, CEng MIEI, Director of Engineering, Mr. Adam Ponsi, P. E., Mr. Robert Farina, Director of Operations and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting held on December 4, 2018, was made by Mr. Theibault and seconded by Mayor Coles. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending December 31, 2018**
The Authorities net position for the period ending December 31, 2018 is approximately \$427,000.00. This is \$111,000.00 favorable to the budget. The Authority's operating revenue is approximately \$1.3 Million. This is approximately \$79,000.00 favorable to the budget. The majority of the favorability is \$67,000.00 from the water and sewer service charges. The Authority's expenses through December 31, 2018 were \$909,000.00. This is slightly favorable to the budget. The favorability is coming from the salary line since the Authority has not hired a SCADA employee.

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2. **Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$530,350.90. A **motion** to approve operating vouchers in the amount of \$530,350.90 was made by Mayor Coles, seconded by Mr. Waxman. On **roll call**, all members present voted, "Yes" with **noted abstentions**.
Motion Carried.

Senator Singer wanted to know what is happening with the State funding for projects. Mr. J. Flancbaum said the sewer main extension projects and the pump station elimination is ongoing. Mr. J. Flancbaum said he hopes it will be finalized in the next three months. With regards to the Administration Building Addition, the Authority has been transferred from one State financing program to a better State financing program. This brings the Authority higher up in priority level and it brings a better interest rate. Previously the Authority had fifty percent at zero percent interest rate and fifty percent at half market rate, now the Authority has seventy five percent at zero percent interest and twenty five percent at half market rate. The Authority was number 369 list on the fifty/fifty program. Mr. J. Flancbaum called and was able to get the Authority on the seventy five/twenty five program.

VII. **Engineer's Report**

Senator Singer and all the commissioners congratulated Mr. Ponsi and his wife on their newborn daughter.

Mr. Ponsi's Report

1. **Update of Rules and Regulations**

- Motion Approving Addendum #30

The Operations staff has a new hydrant that they think will be much easier to work with. The Rules and Regulations will be updated to change the type of hydrant that will be installed in the system. At this time the Authority may approve Addendum No. 30 to the Rules and Regulations to update requirements for the fire hydrants, tracer wire and a detail. A **motion** to approve Addendum No. 30, was made by Mayor Coles and seconded by Mr. Waxman. On **roll call**, all members present voted "**Yes**". **Motion carried.**

2. **Pine Belt Subaru New Building (New Hampshire Avenue, LLC – David Sickel)**

- Resolution Granting Final Approval

On November 28, 2018 the Authority received a conceptual and technical submission package. On December 11, 2018 GTS Consultants issued a conceptual and technical review for the project. At this time the Authority may grant final approval for the Pine Belt Subaru development conditioned on the GTS Consultant's letter dated December 11, 2018. Mrs. Lapa read **Resolution No. 19-03 Grant of Final Approval Pine Belt Subaru**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Adopted.**

3. **Ridge Avenue School #1 Dormitory Expansion (Yeshiva Toras Chaim – Avrohom Gluck)**

- Resolution Authorizing Executive Director to Endorse Applications

On November 20, 2018 the Authority received an initial commercial/industrial submission package for a proposed dormitory expansion at Ridge Avenue School. On December 12, 2018 GTS Consultants issued commercial/industrial review no. 1. At this time the Authority may authorize the Executive Director to endorse applications for the Ridge Avenue School No. 1 Dormitory Expansion project. An OCUA approval is required due

to the proposed dormitory expansion generating over 2,000 gallons per day of sanitary sewer flow. Mrs. Lapa read **Resolution No. 19-04 Authorizing Executive Director To Endorse Applications Ridge Avenue School No. 1 Dormitory Expansion**. Motion was made by Mayor Coles, seconded by Mrs. Fish. On a **voice vote**, all members present voted **“Aye”**. **Adopted**.

Mr. Farrell’s Report

4. Video Surveillance and Security

- Resolution Awarding Professional Services Contract
On December 20, 2018 the Authority received a proposal from Maser Consulting for the remaining design, bidding and construction administration services for the Video Surveillance and Security project at a cost not to exceed amount of \$22,800.00. The Authority is getting credited in the amount of \$12,097.72 from the original 2016 proposal. At this time the Authority may award a professional services contract to Maser Consulting for a cost of \$22,800.00. Mrs. Lapa read **Resolution No. 19-05 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 Mrs. Fish. On a **voice vote**, all members present voted **“Aye”**. **Adopted**.

5. Fire Hydrant Replacement Project 2019

- Resolution Awarding Professional Services Contract
On December 20, 2018 the Authority received a proposal from Maser Consulting for the design, bidding and construction administration services for the Fire Hydrant Replacement project in the cost not to exceed amount of \$22,900.00. At this time the Authority may award a professional services contract to Maser Consulting for \$22,900.00. Mrs. Lapa read **Resolution No. 19-06 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**.

6. County Line Manor Pump Station Upgrades Gravity Sewer Main

- Resolution Awarding Professional Services Contract (OSA)
On November 29, 2018 the Authority received a proposal from O’Donnell Stanton and Associates for bidding and construction management services for the project in the amount not to exceed \$57,300.00. At this time the Authority may award a professional services contract to OSA for bidding and construction management services for the project in the amount of \$57,300.00. Mr. Waxman questioned who is paying for this. Mr. J. Flancbaum responded that this is part of the pump station removal project on County Line Road. This is part of what the Authority is seeking financing for. There is also advanced funds that were set aside over the years from developers that will help defray the cost. Mrs. Lapa read **Resolution No. 19-07 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 Mrs. Fish. On a **voice vote**, all members present voted **“Aye”**. **Adopted**.

7. Water Systems Asset Management Plan

- Resolution Awarding Professional Services Contract (Maser)
On January 4, 2019 the Authority received a proposal from Maser Consulting P.A. in the amount of \$20,000.00 to provide professional services related to the Asset Management Plan in accordance with the Water Quality Accountability Act requirements. At this time the Authority may award a professional services contract to Maser Consulting PA to develop an Asset Management Plan in accordance with the Water Quality Accountability

Act requirements in the cost not to exceed amount of \$20,000.00. Senator Singer said this is a new State law. Mr. Theibault asked what is the new threshold for no bids. Mr. J. Flancbaum said that the Authority has 3 Qualified Purchasing Agents. The Authority's threshold is \$40,000.00. Professional Services Contracts are unlimited by virtue of the fact that the Authority requests qualifications at the beginning of the year. Those requests meet the fair and open criteria and qualified firms can be utilized throughout the year. Mrs. Lapa read **Resolution No. 19-08 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 Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Adopted.**

VIII. Attorney's Report

Mr. Pfeffer said he has nothing to report at this time.

Mr. Waxman asked if there is progress with the litigation. Mr. Pfeffer said it is still in discovery. The Authority's expert is looking at their responses and preparing further questions based on their responses. Senator Singer said that it is long and drawn out. The other side will be spending as much as the Authority will on this and they do not recoup it back since this is not a Federal lawsuit. He is going to find out at the end that he was better off settling in the beginning, than dragging it on. He does not want to settle. Mr. Pfeffer said he is hopeful that once the discovery process is finished, at least the interrogatory portion, and the expert prepares a report and some depositions are done, we can settle. Senator Singer said that his ex-wife called the Authority during the course of the project.

IX. Executive Director's Report

1. Resolution Authorizing Execution of a Risk Management Consultant's Agreement with Conner, Strong, & Buckelew

The Authority is very satisfied with Conner Strong's service. Their fee is six percent of the 2019 JIF Assessment. The total assessment is \$82,818.00 which would bring 2019 Risk Management fee to \$4,969.08. Mr. J. Flancbaum recommends awarding them the contract for 2019. Mrs. Lapa read **Resolution #19-09 Awarding Risk Management Consultant Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-5(1)(a)(i).** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **roll call**, all members present voted, "**Yes**". **Adopted.**

2. Resolution Designating a Public Agency Compliance Officer (P.A.C.O)

Mr. Farrell was appointed as Public Agency Compliance Officer when Ms. Stensgaard retired. He took over the responsibilities for the balance of 2018. Mr. J. Flancbaum would like to have Mr. Farrell appointed again for 2019. Mrs. Lapa read **Resolution #19-10 Designating Public Agency Compliance Officer (PACO).** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Resolution Adopting Holiday Calendar for 2019

Mr. J. Flancbaum said that the schedule is the same as the Township's schedule. Senator Singer said subject to the fact that the Township changes it based on their negotiations. Mrs. Lapa read **Resolution #19-11 Adopting Holiday Schedule For the Year 2019.** Motion was made by Mr. , seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

X. Technical Operations Report

Field Operations Report:

1. Lime Room and C12 Room Rehabilitation Status

The Shorrock Street Water Treatment Plant Lime Room rehabilitation is underway. The final painting of the filter gallery piping is also underway. The chlorine room had its containment area and flooring epoxy coated painted. With that completed, it brings the rehabilitation project to a final close. The Authority should enjoy carefree operations a good part of the decade.

2. Actuator Replacement Program

The valve actuator control replacement project has resumed with regards to both of our Water Treatment Plants. Another four actuators have been purchased per budgeting and will replace troubled units.

Technical Operations:

3. SCADA System and Technician Search Status

All SCADA systems are functioning well with our outside contractor routinely addressing any issues as our search for a SCADA technician continues. We are interviewing potential leads and yielding at least two potential candidates under current consideration.

Microwave System Update

Confirmation was received that construction will continue next week. We are waiting to hear whether they will be here on Monday or Tuesday. Weather permitting it should take around three weeks to do all the hardware, installing all the antenna hardware on the tanks and poles. It will take another week to two weeks to configure, program and test. When that is done, we will be able to move forward with the security project.

IT Department:

4. Bar Coding Update

Stock room bar code implementation is continuing and we expect to roll out its use later this month.

5. Asset Management Preparation Update

Effort to integrate existing software programs into one cohesive asset management program is ongoing.

6. Leon Nominated to Serve on the Board for the NJGMIS for 2019-2020

Mr. McBride, the Authority's IT Coordinator, was nominated by Board of the New Jersey Government Management Information Systems to be a member of said Board for the 2019-2020 year. This is an association of IT leaders in the industry and affords those board members a voice in the exchanging of information, strategies, problems and solutions in order to accumulate "best practices" knowledge and techniques that will benefit our agencies. Senator Singer said that is excellent.

GIS Department:

7. Asset Management Effort Update

Mr. McClain has scheduled two presentations for January concerning our compliance efforts regarding the Asset Management efforts.

8. GIS Quality Control Status

Mr. McClain is performing data quality checks on pipe size, material and age research to assist us with our 150 year piping replacement planning.

XI. Commissioners' Report

Mr. Theibault wished everyone a Happy New Year.

XII. MEETING OPEN TO THE PUBLIC

XIII. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mr. Theibault to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:29 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA