



**Board of Commissioners**

*Senator Robert Singer, Chairman*

*Mayor Raymond Coles, Vice Chairman*

*Craig Theibault, Treasurer*

*Anne Fish, Assistant Secretary*

*P. G. Waxman, Commissioner*

*Samuel Flancbaum, Alt. Commissioner*

*Meir Lichtenstein, Alt. Commissioner*

**THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Regular Meeting Minutes**

**February 13, 2019**

- I. Senator Singer opened the meeting at 2:21 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey immediately following the Water and Sewer Connection Fee 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 January 10, 2019 and The Tri Town News on January 16, 2019.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**  
On roll call the following Commissioners were present: Mr. Lichtenstein, Mr. S. Flancbaum, Mr. Theibault, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancbaum is seated as an alternate. The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, 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, Director of Operations and Mrs. Nechama Lapa, Secretary.
- V. **Minutes**  
A **motion** to approve the minutes of the Regular Meeting held on January 8, 2019, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**  
  
A **motion** to approve the minutes of the Water Rate Hearing held on January 8, 2019, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**  
  
A **motion** to approve the minutes of the Sewer Rate Hearing held on January 8, 2019, was made by Mr. Waxman and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**

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**LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

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## **VI. Chief Financial Officer Report**

### **1. Financial Results Review For Period Ending January 31, 2019**

The Authorities net position for the period ending January 31, 2019 is approximately \$1.3 Million. This is approximately \$42,000.00 favorable to the budget. The Authority's operating revenue is approximately \$2.7 Million. This is approximately \$71,000.00 favorable to the budget. The majority of the favorability is from the water and sewer service charges. The Authority's expenses through January 31, 2019 were \$1.4 Million. This is slightly higher than budget. This is primarily driven by higher engineering costs and some slightly higher repair/maintenance costs as compared to budget.

### **2. Motion to Approve Operating Vouchers**

Mr. Rappoccio provided the commissioners with a list of abstentions. The amended amount for the Operating Expense Vouchers is \$529,511.89. There was an additional expense of \$9,993.50 for the Authority attorney. A **motion** to approve operating vouchers in the amended amount of \$529,511.89 was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted, "Yes" with **noted abstentions**. **Motion Carried.**

Senator Singer wanted to know when the money will be coming in. Mr. Rappoccio said that now that a bond counsel contract was awarded, we will engage them. He spoke to the State and the short term funding should be in place within two to five weeks. Long term financing will begin as soon as the project is complete.

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

### **Mr. Ponsi's Report**

#### **1. Pine Street School (Mordechai Berenfeld & Abe Auerbach)**

- Resolution Authorizing Executive Director to Endorse Applications  
On February 6, 2019 Grant Engineering issued a revised commercial/industrial review #4. At this time the Authority may authorize the Executive Director to Endorse Applications for the Pine Street School project. An OCUA approval is required due to the proposed school generating over 2,000 gallons per day. Mr. Theibault said that he does work for Abe Auerbach but is not presently doing work for the Pine Street School. Mr. Pfeffer said that Mr. Theibault should abstain. Mrs. Lapa read **Resolution No. 19-18 Authorizing Executive Director To Endorse Applications Pine Street School**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **roll call**, Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Theibault abstained. **Adopted.**

#### **2. Ridge Avenue School #4 (Congregation Birchas Yaakov – Eli Katz & Abe Auerbach)**

- Resolution Accepting Terms of Developer's Agreement  
In January 2019 terms for a Developer's Agreement were discussed between the Applicant and the Authority. The following are the unique terms agreed to during the discussions. The reason it is unique is because the plans are pretty much completed. The Developer has the option of either installing meter pits/vaults for the proposed building, which is the new regulation or permitting Authority inspection of the water service up to the building and providing As-Built drawings of the onsite water system facilities. This will enable the Authority to mark out the water system up to the building. Mr. Waxman asked why should they not have to do the pits. Mr. J. Flancbaum said the application for the school was submitted long before the new rule was adopted and also their plans were completed. In the future applicants will not have the option. Mr. Ponsi

said that this is consistent with what the Authority does. If the plans were essentially approved, this option is allowed. Senator Singer said the Authority wishes all applicants would do this, but they do not want to submit as-builts. Mrs. Lapa read **Resolution No. 19-19 Accepting Terms Of Developers Agreement Ridge Avenue School No. 4.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **roll call**, Mr. S. Flanbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted **“Yes”**. Mr. Theibault abstained. **Adopted.**

**3. Cedarwood Hills (S & M Investors, LLC – David Seabag)**

Resolution Releasing Maintenance Guarantees

The Maintenance Bond will expire in March. On February 7, 2019 the Authority issued a letter indicating the requirements for the maintenance guarantees to be released. At this time the Authority may release the maintenance guarantees conditioned on the Authority’s letter of February 7, 2019. Mrs. Lapa read **Resolution No. 19-20 Releasing Maintenance Guarantees Cedarwood Hills.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **roll call**, all members present voted **“Yes”**. **Adopted.**

**4. Admin Building Renovation and Expansion (Addition) – Project Status**

On March 1, 2019 the contractor anticipates commencing construction activities for the Administration Building Renovation and Expansion. Senator Singer wanted to know how much disruption will be caused during the construction. Mr. J. Flanbaum said the rear portion of the parking lot will be closed during construction. There is a plan for alternate parking in the back for the staff. The inside work, kitchen and bathroom construction, will be done at night or weekends. The addition itself will be during regular working hours. Senator Singer said that the vendor that does the snow plowing for the Authority should be notified of the parking lot change. Mr. J. Flanbaum said he will.

**VIII. Attorney's Report**

Mr. Pfeffer said there is progress with the litigation. Mr. Pfeffer said he will not go into detail during Open Session but there is not enough information to go into Closed Session. It is moving along and he is keeping track to make sure it does not get out of hand.

**IX. Executive Director's Report**

**1. DEP Compliance Inspection**

On January 7, 2019 the DEP’s Division of Compliance and Enforcement conducted an inspection of the entire New Hampshire Avenue facility and was found to be in compliance with applicable regulations and permit conditions. Special thank you to the entire Operations Team for ensuring compliance.

**2. Shared Services Agreement with the Toms River MUA**

This is a resolution to renew our shared services agreement with the Toms River MUA. The term of the renewal will be from March 1, 2019 to February 29, 2020. There is no obligation for either entity to use each other’s services, but should the need arise it, we can reach out to them. Mrs. Lapa read **Resolution No. 19-21 Shared Services Agreement with the Toms River MUA.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, **"Aye"**. **Adopted.**

**3. CAFRA Appeal- Vassar Avenue Sewer Project**

Mr. J. Flanbaum has very good news. After more than a year of negotiations and discussions with the DEP they have agreed to modify our CAFRA permit for our Vassar

Avenue sewer main extension project and remove all restrictions in terms of new connections to the new sewer line. The permit initially had conditions in it that any new connections would have to go through the DEP and CAFRA. They have removed everything. The Authority Attorney can record it. We are still waiting on the County Line appeal.

## **X. Technical Operations Report**

Senator Singer thanked Mr. Farina and his staff for their excellent presentation to the State Organization. The Authority is ahead of the curve. Please make sure your staff knows this. Mr. Bob Fisher is bringing his staff to the Authority.

### **Field Operations Report:**

#### **1. Shorrock Street Filter Gallery Piping and Chlorine Room Rehab Project Status Report**

A few sets of photographs were set up on the conference room screen for the Commissioners to see before and after pictures of the Chlorine Room and Gallery Piping rehabilitation. The final painting of the Shorrock Street Water Treatment Plant piping Gallery is just about completed and I have supplied a before and after picture of that job as well the chlorine room rehab for the Commissioners to see. When we attempted to obtain a contractor to do the filter gallery pipework painting, we were only able to acquire one contractor willing to bid on the work. They gave us a price of over \$81,000.00 in order to just sandblast, prime and paint the piping. Leaving all cleaning, water removal and preparation to be done by our staff. We decided to take the whole job on ourselves and soon observed that a majority of the pipe flange bolts and nuts as well as the support stanchions were in dire need of replacement and on the verge of failure. We successfully burned off and replaced every nut, bolt and installed all new stanchions with that of not only new but improved material, gave a thorough sandblasting of all the piping, primed and painted the piping walls and flooring and piped in the entire filter over flows so that this pit will never be inundated with water again. This was done in house for just under \$30,000.00 including our labor and material. This is a savings of over \$50,000.00. This rehab should last for a minimum of a decade and a half before repainting may be necessary.

#### **2. New Street Valve Exercising Truck Delivery Update**

We did check on the progress of our valve exerciser/pneumatic excavator vehicle and we have an approximate delivery date of June. Once received the Authority will start exercising the street valves and be in compliant with the DEP mandates.

### **Technical Operations:**

#### **3. Microwave Antenna Update**

The remaining effort of the microwave antenna installation is proceeding right along at a brisk pace. Approximately eighty percent of the tank, tower and pole installations are complete. So we expect this project run time to meet our expectations. Hopefully in mid-March it should be completed, up and running.

#### **4. SCADA Systems Status**

All SCADA and control systems are running well.

#### **5. SCADA I&C Technician New Hire Update**

The process for a new technician is ongoing. Hopefully we will have some news at next meeting.

**IT Department:**

**6. Network switch Status**

We are currently working on configuring all the associated network switches to work with the new microwave antennas.

**7. Barcoding Project Update**

The store room barcoding project is approximately eighty percent complete.

**8. Code Red reverse 911 system Update**

The Code Red reverse 911 project is in the last phase of its rollout and the remaining training for Operations will be completed this month.

**9. IT Equipment Inventory**

A computer and peripheral asset inventory audit begins this month

**GIS Department:**

**10. Asset Management Data status**

Asset Management data was prepared and supplied to our consulting engineer Maser.

**11. Asset Management software Update**

Our GIS Specialist began asset management software reviews from Lucity and Cityworks vendors as well as researching into document management systems. We should expect a recommendation in the next couple of weeks.

**12. As-built Construction Drawing Update**

Our GIS Specialist reviewed construction and As-Built plans with the Operations Department and Engineering Department in an effort to make this material better accessible to our field personnel.

Senator Singer said that an MUA had their computers hacked and their entire information was held for ransom. Their insurance carrier had to pay a couple hundred thousand dollars to get their information back. It has been seen by the insurance carriers that many MUAs do not have the proper protection that our Authority has. We are light years ahead of them. The staff here gets training to warn them not to open everything. Around ninety percent of the Authorities do not have the IT personnel that we have. We are ahead of the curve. We are keeping security at the top of the list. There is always something slipping through the cracks that we have to keep working on. Edmunds is being used to the max. Senator Singer recommended to Mr. Lichtenstein that the Township should get more on top of it. Senator Singer said he is very proud of the Authority staff and he wants them to know that their work is very much appreciated and he is very proud of them. The Bayshore Regional Sewage Authority is coming Friday with their IT Department here. Mr. McBride presented such an outstanding presentation, they want to come here and see it. They want to come here and duplicate where the equipment is kept.

**XI. Commissioners' Report**

**XII. MEETING OPEN TO THE PUBLIC**

**XIII. ADJOURNMENT**

**A motion** was made by Mr. Theibault, seconded by Mrs. Fish to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 2:46 A.M.

Respectfully submitted,

Nechama Lapa,  
Secretary, LTMUA