



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

July 10, 2018

- I. Senator Singer opened the meeting at 10:07 A.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 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. 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. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, 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 June 5, 2018, was made by Mr. Theibault and seconded by Mrs. Fish. On a **voice vote**, all members present voted "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending June 30, 2018**
The Authorities net position for the period ending June 30, 2018 is approximately \$1.2 Million which is approximately \$400,000.00 ahead of the Budget. The Authority's operating revenue is approximately \$6.4 Million. This is \$400,000.00 ahead of the budget. Revenues continue to be driven by the increase in water and sewer charges. The non-recurring connection fees are slightly ahead of budget and the sale of the Woodlake Pump Station land. The Authority's expenses through June 30, 2018 are approximately \$5.1 Million. This is slightly higher than budget by approximately \$17,000.00. Senator Singer asked what the \$17,000.00 is attributed to. Mr. Rappoccio

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said it is coming out from repair and maintenance – snow plowing and also a little bit from the litigation that is going on now that was not budgeted for. With regard to the revenue, the Authority received payment of eleven connection fees at the driving range on Route 70 although the connections have not been made. They will be connected in the next couple of months.

2. Pension Increase

In July the last phase of the State mandated pension increase is going into effect. The pension deduction will be going from 7.34% to 7.5%. The July payroll will reflect the additional deducted amount.

3. Motion to Approve Operating Vouchers

Mr. Rappoccio provided the commissioners with a list of abstentions. The amount for the Operating Expense Vouchers is \$430,453.78. A **motion** to approve operating vouchers in the amount of \$430,453.78 was made by Mr. Theibault, seconded by Mr. S. Flancbaum. On **roll call**, all members present voted, "Yes" with **noted abstentions**. **Motion Carried.**

VII. Engineer's Report

Mr. Ponsi's Report

1. Lanes Mill Road School (Torah Temimah of Lakewood Inc. – Benjamin Margulies & Mordechai Shayovich)

- Resolution Authorizing Executive Director to Endorse Applications

On June 1, 2018 GTS Consultants issued a review letter for the project. Due to the size of the school, they will be generating over 8,000 gallons per day in projected sanitary sewer flow. Due to that projected flow, they are required to get approval from the Ocean County Utilities Authority (OCUA) and the New Jersey Department of Environmental Protection (NJDEP) for a Treatment Works Approval (TWA). At this time the Authority may pass a resolution for the Lanes Mill Road School project conditioned on the GTS Consultants letter dated June 1, 2018 in order for the Executive Director to endorse the OCUA and TWA applications. Mr. Theibault asked who the builder is. Mr. J. Flancbaum said the name of the school is Torah Temimah. The owners are Benyamin Margulies and Mordechai Shayovich. Mr. Abe Auerbach is the general contractor. Mrs. Lapa read **Resolution # 18-58 Authorizing The Executive Director To Sign All Applications Lanes Mill Road School**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. Mr. Theibault said he is doing work on this school so he will abstain. On **roll call**, Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Theibault abstained. **Adopted.**

Senator Singer asked Mr. Bauer if he would like to inform the Authority on anything. Everything is going great. He closed out the year. Trust statements and the entries have been created for the bond issuing expenses.

VIII. Attorney's Report

Mr. Pfeffer said he spoke with the attorney for Verizon yesterday. The Authority should be getting signed documents back from them this week so we can go forward with the cell tower. Hopefully it should be wrapped up in the next week or so. Mr. Pfeffer said he told them to have a check when they bring the signed documents. Their attorney said it should not be a problem. Senator Singer asked if there is any update on the litigation. Mr. Pfeffer said the interrogatories are out and he is waiting for the responses which are due in the next 30 days or so. By next month he should have some updates. Mr. Waxman asked if there is an update on the State allocation issue. Mr. Pfeffer said there

is no real update, but it is moving along. Senator Singer said it is going in the right direction.

IX. Executive Director's Report

Senator Singer asked Mr. J. Flancbaum said to inform the commissioners of the letter received. Mr. J. Flancbaum said a customer from Joe Parker Road sent a letter to the Authority. The Authority has fixed charges for the water meters and the irrigation meters. There are not many irrigation meters in the system, approximately 100. This customer questioned about the fixed charge during the fall and winter seasons when the irrigation system is not in use. He understands the fixed charges for the regular meters year round. Mr. J. Flancbaum said he told them that fixed charges have always been in place. The customer asked if it can be looked at and if there is a way the fixed charges can be eliminated. He said that if it produces a budget shortfall, you can always fix the commodity charge to adjust the budget shortfall. Senator Singer said that this customer is the former CFO of the Brick MUA. He told him that the Authority can double the charges in the spring and summer instead of paying the charges over four quarters. If there is a shortfall, the Authority will not raise the rates. Senator Singer said if we need to, the Authority can figure out what the shortfall will be and look at next year's budget. Mr. Waxman said he did not think that the Authority should change it and charge customers over two quarters as opposed to four quarters. Senator Singer said he agrees. He wanted the commissioners to be informed of this customer's request. Senator Singer suggests sending a letter to this customer stating that nothing can be done now because the Authority is in middle of the budget, it can be looked into at next year's budget. Mr. J. Flancbaum said he will send the customer a letter.

1. Resolution awarding Professional Services Contract to Holman, Frenia, & Allison, P.C.

This is for the forensic audit regarding the litigation. Mrs. Lapa read **Resolution #18-59 Awarding Professional Services 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 **voice vote** all members present voted "**Aye**". **Adopted.**

X. Technical Operations Report

Field Operations Report:

1. New Employees

Two new laborer/Field Representatives started with the Authority this month. They are working out very well and have immediately enabled us to free up personnel in order to rehabilitate our laboratory cabinets at the Shorrock Street Water Treatment Plant and Well No. 2. Even with severe corrosion, we were successful in their permanent restoration at a cost of approximately \$3,000.00 worth of supplies and labor. New laboratory cabinetry would have cost a minimum of \$10,000.00 for both sites less installation and the soap stone tops which could have been damaged and in need of replacement if the cabinets were to be replaced.

2. Well Houses

Well house pump stations are now undergoing interior painting and where applicable, exterior painting.

3. Temp Employees

A temporary employee was hired in order to paint the fire hydrants over the complete service area. The temp is being aided by a couple of our full time employees so that we may have a good chance of completing this project this season, weather permitting.

Technical Operations:

4. SCADA

All SCADA systems are functioning and operational.

5. Microwave Radio Build Status

The final stages of our microwave radio system are now set to be completed by our existing contractor Let's Think Wireless. They are in the process of ordering equipment and supplies and are applying for all FCC licensing. Once the project is underway, completion is expected within four to six weeks. Barring any unforeseen issues, we should expect starting installation by late summer or the beginning of fall. Hopefully we will not be hearing anymore about microwaves after this last installation.

IT Department:

6. Email Security Improvement Update

An Email phishing alert button has been installed on all Authority computers which enable all users to forward any suspected email threats to IT security with just one click so that the email can be analyzed. Clicking on this button also deletes the email from the user's inbox as well.

7. New Authority VPN Status

The Authority's VPN is completed and is now being used and tested by personnel. We will verify that all the kinks have been worked out before separating from our vendor, Access Anywhere, in August. This will save the Authority approximately \$1,800.00 a year in fees.

8. Authority's Reverse 911 System Status

Our reverse 911 system software with ONSOLVE, Inc. is in attorney review. Once that is successfully completed we will deploy this system immediately.

GIS Department:

9. Footprint Data Acquisition

The Authority has obtained building footprint data from MS Bing maps.

10. Network Status

Work is continuing on the water network connectivity.

11. Fire Hydrant Data Status

Hydrant data was analyzed for paint condition and lubrication needs in order to be fed to the field workers that are currently performing services on these hydrants.

Mr. Waxman asked how many hydrants the Authority has. Mr. Robbins answered that the Authority has around 700 hydrants. Mr. Lichtenstein wanted to know if the correct location of the hydrants is being put in the gps/tracker when the hydrants are being serviced. Mr. Robbins said that it was done at the time of the annual flushing.

Mr. Lichtenstein asked if the police department would be able to be in touch with the Authority when the reverse 911 is up and running so that it can be used as a resource to get an emergency message out to people. Mr. Farina said right now this is strictly for

Authority operations. Whether it can be expanded upon will need further discussion with the IT personnel. Mr. J. Flancbaum said that part of the agreement with ONSOLVE is that it is exclusive to the Authority and cannot be shared. Mr. Lichtenstein said that right now the attorney is reviewing the agreement and it is easier to negotiate before the deal is wrapped up, perhaps the Township would be able to purchase a small module. Senator Singer said to keep in mind that the Authority is a much smaller footprint than the Town. Mr. Lichtenstein said that the Authority has senior villages in their service area. Mr. Lichtenstein said that a lot of times when the word has to get out the non senior villages have a lot more access to information, radio, online or text messaging. The seniors do not always get that information. Mr. Lichtenstein was wondering if the Authority would be able to help if there was a reverse 911 alert that needed to be put out. The Authority has a system in place, maybe the Township could just pay for an extra module. Senator Singer said he thinks it might be more expensive, we will let you know. Mr. J. Flancbaum said he will look into it. The Authority is paying for a finite number of text messages per year.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

Mr. J. Flancbaum said he had very nice news to report. One of the Authority's field personnel, Chris Baker, was at two customers last week for work orders for a leak assessment in Four Seasons. Follow up phone calls are done after completion. Both property owners individually complimented Chris. Mr. J. Flancbaum quotes them, for his politeness and mannerism during the site visit. They also mentioned that he did a great job and spend time explaining the issues. Senator Singer said that certificates should be printed up and when such things happen we should send one to the employee and also put in their file. The Board Members can be put on the certificate. This is wonderful and great. Mr. J. Flancbaum said the owners made us promise that we will pass on this information.

Senator Singer said that the Authority will be getting trees in the fall. Senator Singer asked how everything is going with the solar panels. Mr. J. Flancbaum said everything is going well with them. Senator Singer asked how much did the electrical bill cut down. Mr. J. Flancbaum said the first bill that was received was for one and one half months. Next month's bill we will be able to do a true up. It seems like the Authority saves around \$1,500.00 per month. Senator Singer asked what a normal month's bill is. Mr. J. Flancbaum said that in the summer a normal bill is \$14,000.00 to \$15,000.00. Now it seems like we are paying around \$12,000.00 to \$12,500.00. It definitely seems like we are saving money.

XIV. ADJOURNMENT

A motion was made by Mr. Waxman, seconded by Mr. S. Flancbaum to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:30 A.M.

Respectfully submitted,

Nechama Lapa,
Secretary, LTMUA