



Board of Commissioners

Senator Robert Singer, Chairman

Mayor Raymond Coles, Vice Chairman

Craig Theibault, Treasurer

Anne Fish, Assistant Secretary

Yocheved Miller, Commissioner

Samuel Flancbaum, Alt. Commissioner

Meir Lichtenstein, Alt. Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

February 7, 2023

- I. Senator Singer opened the meeting at 2:15 P.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 March 4, 2022 and The Tri Town News on March 9, 2022.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Fish, Mrs. Miller, Mr. Theibault, Mr. S. Flancbaum, Committeeman Lichtenstein and Senator Singer.
The following professionals and key personnel were present: Mr. Adam Pfeffer, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Donald Sondak, Chief Financial Officer/Human Resources Director, Mr. Bob Farina, Director of Operations, Mr. Harry Robbins, Operations Manager, Mr. Colin Farrell, CEng MIEI Director of Engineering and Mr. Adam Ponsi, P.E.
- V. **Minutes**
A **motion** to approve the minutes of the Regular Meeting Minutes held on January 4, 2023, was made by Mrs. Fish seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes.”**
Motion carried.

LAKWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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VI. Chief Financial Officer Report

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

1. Resolutions to Change HealthCare Plan Provider to Central Jersey Health Insurance Fund (CJHIF) from the State Health Benefits Program (SHBP)

Mr. Sondak reported that the Authority saw a significant 21% increase in HealthCare premiums for this year. As a result, we consulted with Conner Strong to evaluate the appropriate path forward for the MUA regarding procurement of HealthCare for our Employees.

Conner Strong performed an analysis and then recommended that we switch to the Central Jersey Health Insurance Fund. For NJ Public entities the Health Insurance Fund (HIF) model is their preferred employee benefit solution for administration and financing of Township programs. This is the program currently in place with the Lakewood Township.

While we see an initial increase in premiums following the Connor Strong recommendation, to promote the most predictable financial results and long-term sustainability for the Authority's HealthCare costs, Mr. Sondak recommended that we follow the Lakewood Township model and join the CJHIF. There are two resolutions required to make this change.

Senator Singer explained to the Board why we are doing this: The State Health Benefits plan is designed for all state employees. All municipalities and counties are allowed to buy into State Health Benefits. We left the Township years ago because it was cheaper to belong to the state and coverage was equal.

Now, they want to increase us 21-24%. The State is getting a 12% increase while we get 21%. If the State had a plan to permanently fix the plan and it made sense to us, we may have decided to stay in the plan. The Township plan is an excellent plan.

Resolution No. 23-22 to Exit the State Health Benefits Program (SHBP)

Motion was made by Mr. Theibault and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **"Yes."** **Adopted.**

Resolution No. 23-23 to Join the Central Jersey Health Insurance Fund

Motion was made by Mr. Theibault and seconded by Mrs. Fish. On **roll call**, all seated members voted **"Yes."** **Adopted.**

2. Motion To Approve Operating Expenses

The Operating Voucher in your Board Packet is \$1,216,844.18. While there are no out-of-the-ordinary expenses to note, the list includes an annual invoice for the employer contribution to the state pension fund in the amount of \$337,574.00.

Motion was made by Mr. Theibault and seconded by Mrs. Fish. On **roll call**, all seated members voted “Yes.” **Adopted.**

VII. Engineer’s Report

Given by Mr. Adam Ponsi, P.E. and Mr. Colin Farrell, Director of Engineering

1. **Budleman Way Subdivision** (*Owner/Developer: Somerset NJ Equity, LLC-Johnathan Glenner & Yehuda Dachs*)

Mr. Ponsi reported on February 1, 2023, GTS Consultants issued final application review #1. At this time the Authority may grant final approval for the Budleman Way Subdivision project conditioned on the GTS review letter dated February 1, 2023.

- **Resolution No. 23-24 Granting Final Approval Budleman Way Subdivision**

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

At this time the Authority may accept the terms of the Developer’s Agreement for the Budleman Way Subdivision project. There are no site specific terms for this project.

- **Resolution No. 23-25** Authorizing the Execution of Developer’s Agreement Budleman Way Subdivision

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

2. **Route 88 Office Building by New Jersey American Water** (*Owner: KG Investments, LLC-Jack Klugman*)

Mr. Ponsi reported at this time the Authority may accept the terms of the Developer’s Agreement for the Route 88 Office Building by NJAW project. There are no site specific terms for this project.

- **Resolution 23-26** Authorizing the Execution of Developers Agreement Route 88 Office Building by New Jersey American Water

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

3. **New Lines Tower Office Building** (*Owner/Developer: 500 Blvd, LLC-Josh Schmuckler*)

Mr. Ponsi reported at this time the Authority may accept the terms of the Developer's Agreement for the New Lines Tower Office Building project. There are no site specific terms for this project.

- **Resolution No. 23-27** Authorizing the Execution of Developer's Agreement New Lines Tower Office Building
Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, and all seated members voted **"Yes"**. **Adopted**.

4. **700 Vassar Avenue Building Addition** (*Owner/Developer: 700 Vassar Avenue, LLC-James Wasshauer*)

Mr. Ponsi reported the following are the site specific terms for the Developer's Agreement for the 700 Vassar Avenue Building Addition project:

- The Developer agrees to pay \$7,972.00 for the Building Addition at 700 Vassar Avenue 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. 23-28 Authorizing the Execution of Developer's Agreement 700 Vassar Avenue Building Addition

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

5. **Lanes Mill Road School No. 6** (*Owner/Developer: Aderes Bais Yaakov, Inc-Gil Friema/GC: Regency Development-Abe Auerbach*)

Mr. Ponsi reported the following are the site specific terms for the Developer's Agreement for the Lanes Mill Road School #6 project:

- The Developer agrees to provide the Authority an easement for the sanitary sewer main extension to be located on Block 189.03 Lot 72.
- The Developer acknowledges final approval for the development will not be granted until the sanitary sewer easement on Block 189.03 Lot 72 is provided to the Authority.

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

- **Resolution No. 23-29** Authorizing the Execution of Developer's Agreement Lanes Mill Road School No. 6

Motion was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, Mr. Theibault abstained, all other seated members voted “**Yes**”. **Adopted**.

6. **Pine Street Construction of Production Wells**

Mr. Farrell reported that on January 13, 2023 the Authority received a proposal from T&M Associates for change order request #2 for additional engineering services for removal of the comm sheds in the cost not to exceed amount of \$6,650.00 and for work performed that is indicated by T&M as “Out of Scope” in the cost not to exceed amount of \$6,800.00.

At this time the Authority may award change order #2 to T&M Associates for only the engineering services necessary for the comm shed removal in the cost not to exceed amount of \$6,650.00 as listed in the T&M proposal dated January 13, 2023.

- **Resolution No. 23-30** Awarding Change Order No. 2 Pine Street Construction of Production Wells **Motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted “**Yes**”. **Adopted**.

7. **Abandonment of Wells 4 & 19 and Ball Field Test Wells 1 & 2**

Mr. Farrell reported on January 20, 2023 the Authority received a proposal from PS&S for design, permitting, bidding and construction phase professional services for the abandonment of monitoring wells located at Wells 4 & 19 as well as the two test wells 1 & 2 on the ball field site in the Cost Not to Exceed Amount of \$27,475.00.

At this time the Authority may award a professional services contract to PS&S for engineering services for the abandonment of 4 wells in the Cost Not to Exceed Amount of \$27,475.00.

- **Resolution No. 23-31** Awarding Professional Services Contract Abandonment of Wells 4 & 19 and Ball Field Test Wells 1 & 2 **Motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted “**Yes**”. **Adopted**.

8. **Sanitary Sewer Extension to Old Pine Acres**

Mr. Farrell reported on February 1, 2023 the Authority received change order request #1 from CME Associates for the engineering services necessary to change the plan and bid documents to account for the Authority’s requested revisions to the limits of Phase 1 of the sanitary sewer main extension in the cost not to exceed amount of \$12,000.00

At this time the Authority may award change order #1 to CME Associates for plan and bid document revisions due to the Authority’s requested change in the limits of Phase 1 of the sanitary sewer main extension in Old Pine Acres in the cost not to exceed amount of \$12,000.00.

- **Resolution No. 23-32** Awarding Change Order No. 1 Sanitary Sewer Ext to Old Pine Acres **Motion** was made by Mrs. Fish and seconded by Mr. S. Flancbaum. On **roll call**, all seated members voted **“Yes”**. **Adopted**.

VIII. Attorney's Report given by Mr. Adam Pfeffer, Esq.

IX. Executive Director's Report

Given by Mr. J. Flancbaum, Executive Director

1. Resolution Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood

Mr. J. Flancbaum reported that this is for the purchase of gasoline

Resolution No. 23-33 Authorizing the Execution of a Shared Services Agreement with the Township of Lakewood

Motion was made by Mrs. Fish and seconded by Mr. Theibault. On roll call, Mayor Coles abstained, all other seated members voted **“Yes”**. **Adopted**.

2. Water/Sewer Application Process-Coordination with the Lakewood Township Construction Department

Mr. J. Flancbaum reported to the Board that there has been an update to the permitting application process. At the recommendation of Mr. Farina, Mr. Robbins and Mr. Farrell, Mr. Flancbaum asked the construction Department to include in their permit application package a one page flyer that says for water & sewer please call the MUA to apply. We realized that people were unaware of the process and would call the Township for a construction permit and then when ready for a CO, would call us for a meter or service not realizing they need to first start the permitting application with us. We are hoping to get them at the beginning of the process instead of the end. The flyer should help make this a bit easier.

Senator Singer asked Mr. Flancbaum for a status update on the solar field. Mr. J. Flancbaum reported that EZ Energy visited Shorrock Street, the same company that did our solar system here visited Shorrock Street last week. They met with Bob. They're working up a proposal for us to see what we could do in terms of having the field across the street just to service the plant. They also now have the equivalent of a state contract with the state of New Jersey For solar development-which they didn't have before.

X. Technical Operations Report

Given by Mr. Bob Farina, Director of Operations

Operations Dept:

1. A new 20-foot shipping container has been purchased and will be installed on a concrete pad that has been constructed at the Shorrock Street WTP so that extra pallets of lime can be purchased and stored in addition to the storage capabilities that currently exist at our New Hampshire Ave

and Shorrock Street plants. This is so that we can mitigate the availability, delivery and cost issues that are associated with this necessary additive needed in our water treatment process.

2. Card Key access installation at the Shorrock Street WTP has begun on February 6th. It will be done in two stages with mechanical door repairs being the first step and then the actual installation of the new access system equipment to follow.

Technical Operations Dept:

3. All SCADA and communications systems are up and running well.
4. We had our outside vendor/contractor Emerson- Rosemount come out to our sites last month to perform routine pressure transmitter calibrations and certifications for the meters that are responsible for giving our water treatment operators accurate water flow and tank level measurement readings.

IT Dept:

5. On February 9th the new VPN software will be installed on all our remotely utilized computers.
6. New SCADA Server software installation has begun which requires the intervention of several outside contractors and vendors. This will be completed by mid-month.
7. Justin, Leon, and I met with a prospective replacement third party vendor that is required to interface with our telephone and cable internet providers. This vendor will be switching over our antiquated and non-replaceable or supported copper phone lines over to fiber optic lines as well as our other phone lines currently handled by our cable internet provider resulting in the Authority permanently removing the monthly charges for those lines. Lastly, by changing vendors, we will now have backup if there is a disruption in service to either the fiber optic or the cable as the two utilities would serve as a backup to one another.

GIS/Cyber-Security Dept:

GIS:

8. We have hired a new GIS/GPS Technician that will work under the immediate supervision of Chris. His duties will be primarily field GIS/GPS and its associated computer work. He will also be utilized when needed to aid with general IT/cyber-security duties as well. Chris is currently preparing training materials for the new hire. We expect to have the individual starting mid to late month after his medical and background checks are completed.
9. We are in the process of ordering new GPS field equipment so that we can now capture field locations at a cm accuracy level. We have also ordered two additional iPads for field operations moving us further away from all facets of paper use in the field.

Cyber-Security:

10. Chris has registered himself for several free classes sponsored by the Texas A&M Engineering Extension Service through the NJCCIC. (NJ Cyber-security Communications Integration Cell).
11. We are currently awaiting further details regarding the requirements for Enhanced Level Compliance from the new Cyber JIF.
12. Planning for the next round of cyber-security training to take place in late February.

Mr. Theibault asked Mr. Farina to explain key card and key access for all employees. A discussion followed and it was explained that not all employees have access to all sites. If there is a lightning strike or power outage the fobs revert to key access and only

managers/supervisions have keys to open for emergencies. Each employees key fob opens different doors/areas/sites.

Senator Singer asked Mr. Robbins for an update on the replacement meters. Mr. Robbins said we received 200 meters so we are working on catching up on the non working meters currently. Senator Singer asked if we are still thinking about bringing in an outside company to help with the installation of new meters. Mr. J. Flancbaum explained that for now we can handle in house. Perhaps as we get the program rolling with more supply of meters we can determine if we will need an outside vendor sometime next year. The majority of the meters were installed at the same time so every billing cycle there are more meters needing to be evaluated. Some we are able to fix without replacing the meter and others not. There is a 10 year life span on the batter. Once we are able to get more of a supply of meters we can revisit this-for now we are able to stay on top of things.

Committeeman Lichtenstein asked Mr. Farina if we should be keeping one copper line for emergency situations: modems going out, hurricanes, disasters, etc. Mr. Farina explained that Verizon is phasing out all copper lines going forward, requiring all lines to be changed over. We would need to keep one line and not change it over in that case. He said it is something to look into and consider.

XI. Commissioners' Report

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

Motion to adjourn made by Mr. Theibault and seconded by Mrs. Fish.
The meeting was adjourned at 2:55 P.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA