



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Commissioner

Anne Fish, Treasurer

Samuel Flancbaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Vice Chairman

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

September 9, 2014

- I. Senator Singer opened the meeting at 10:02 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 7, 2014 and The Tri Town News on February 12, 2014.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On the roll call the following Commissioners were present: Mr. Theibault, Mr. S. Flancbaum, Mr. Sernotti, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. Flancbaum was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer, Auditor, Mr. Justin Flancbaum, Executive Director, Mr. Daniel Rappoccio, CFO, Mr. Paul Morrill, P. E., Mrs. Nancy Lapa, Secretary and Mr. Robert Farina, Instrumentation Department Supervisor.
- V. **Minutes**
A motion to approve the minutes of the Regular Meeting held on August 12, 2014, was made by Mr. Waxman and seconded by Mrs. Fish. On **roll call**, Mr. S. Flancbaum, Mr. Waxman, Mrs. Fish and Senator Singer voted "**Yes**". Mr. Sernotti abstained since he did not attend the meeting. **Motion carried.**
- VI. **Chief Financial Officer Report**
Mr. Rappoccio will review the results of the report as of July 31, 2014 compared to the Year To Date July 31, 2014 Budget. As in the past, Mr. Rappoccio went through the results and reconciliations with the Authority's auditor, Mr. Bauer. He also reviewed all the results with Mr. Flancbaum on a more detailed level. There was nothing of significance to report. The results as of July 31, 2014 is a net profit is \$1.4 million which

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390 NEW HAMPSHIRE AVENUE, LAKEWOOD, NEW JERSEY 08701

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

is slightly ahead of the July 2014 Year to Date Budget by \$283,000.00. The total operating revenue is \$6.9 million which is slightly ahead of the budget. Mr. Rappoccio wanted to point out that the revenue is coming from our connection fees again and is not something that we will always see. It is not recurring. Senator Singer requested as we are a non-profit entity the CFO modify the verbiage in the financial statement so as not to read net profit as it is misleading. Also, Senator Singer wondered if the report can state non-recurring revenues. Because it should not be thought that this money will be there all the time. If the Township asks to look at the report, they can misconstrue it. The Authority is looking to do some projects that can use this money. Also, there needs to be a certain amount of surplus to be safe. Mr. Rappoccio wanted to point out that this is the first month, July, that the actual water and service revenue is slightly lower than the budget. Mr. Rappoccio looked at the amount of water pumped these months in the past years and the billed usage and this year is slightly down compared to last year. This is driven by the climate and weather as this summer was a cooler summer. There is nothing else to report on the revenue side. Senator Singer asked that being that this summer's revenue was lower due to the weather, is it noted somewhere so that we have benchmarks. Mr. Flancbaum said that the climate factor is not specifically mentioned in the budget, but the budget is conservative in case there is a slow summer. Mr. Bauer said that the budgets in the past have been based on the slower summers to make sure we reach the 110 percent debt service coverage. Mr. Bauer said that the connection fees monies are not put into the budget. It is looked as a capital inflow for future capital projects. Mr. Rappoccio said that going forward he will work into the report charts and graphs showing usages. The commissioners will be able to see pumps versus usages materializing in the future. The operating expenses continue to run slightly favorable to the budget. That is coming out of the salary and benefits line. This is being driven by seasonality of emerging expenses. Next month, in October, there will an annual benefits payment.

Mr. Bauer reported that he started working on the budget, analyzing the numbers. Work was also done on the capital portion of the budget. Mr. Flancbaum said a draft was finalized for the capital budget. A meeting with the subcommittee was set up for September 30, 2014 for a review. Mr. Bauer said that he has two resolutions for budget extensions. Mrs. Lapa read **Resolution # 14-98 2014-2015 Water Budget Extension**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**. Mrs. Lapa read **Resolution # 14-99 2014-2015 Sewer Budget Extension**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

VII. Engineer's Report

1. New Hampshire Avenue Mikvah

- Resolution Accepting Terms of Agreement
- Resolution Reducing Performance Guarantees

On August 20, 2014 a request was received from the applicant. They would like to modify the water service plan. On August 21, 2014 the Authority issued a letter detailing what needs to get done in order to comply with what the Authority felt needs to get done to accept this modification. On August 29, 2014 the terms of agreement were made. The terms are listed in the engineer's report. The terms of agreement was sent via email to everyone. Originally the applicant was tying in to the main inside New Hampshire Avenue. This way they are tying into a line that actually comes across New

Hampshire Avenue that services the school. Now it is going to be split. The Authority is going to take over ownership of part of the line. This line will supply water to the school and the Mikvah. Mr. Flancbaum said that there are two basic terms of the agreement. One is that an easement is granted to the Authority. The second is that the Mikvah and the school understand that they are sharing a service line, which is essentially a main that is big enough to service both. Mr. Waxman asked if there is a problem with the line who services it. Senator Singer said that the Authority will. The Authority owns the line. The problem is that if the line is out, they are both out. Mr. Flancbaum said that is in the agreement and they understand it. Senator Singer told Mr. Smith that he wants this highlighted in the agreement. If there is a problem with the line and the school does not have water, the school will have to close. That is Health Department rules. That is the downside of sharing the line. Mr. Smith said it is a downside and he specifically set it forth in the agreement. Mr. Waxman asked if there is a way to run two smaller lines instead of one big line. Senator Singer said that it would be an expense to them and they do not want to do it. Mr. Flancbaum said it is a huge expense. Senator Singer said the school is letting them tie into an existing line. Mr. Smith said that he did highlight in the agreement that both the school and Mikvah acknowledge that if anything goes wrong with the common line, they will both be out. The resolution will be for acceptance of terms of the agreement. Mrs. Lapa read **Resolution # 14-100 Authorizing Terms Of Agreement Shared Water Services Agreement New Hampshire Avenue Mikvah.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. On **roll call**, all members present voted, "**Yes**". **Adopted.**

On September 4, 2014 the Authority received a request to release the performance guarantees. The Authority wrote a letter on September 4, 2014 indicating that fifty percent of the guarantees for the sanitary sewer can be released based on the conditions in the letter. Mrs. Lapa read **Resolution # 14-101 Reduction Of Performance Guarantees Sanitary Water And Sewer Systems New Hampshire Avenue Mikvah.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On **roll call**, all members present voted, "**Yes**". **Adopted.**

2. Well #1, #2, & #3 Ammonia Treatment

Resolution Awarding Professional Services Contract

The Authority determined that there was ammonia present in these wells. These are Englishtown aquifers. Senator Singer said he thought the ammonia issue was only with two wells. Mr. Flancbaum said that we were not seeing it as much in Well No. 2 because we were using the recharged water from last year. Now in the native water we see the presence of ammonia. Mr. Morrill said that since Remington Vernick already has a contract for Wells No. 1 and 3 modifications, the Authority asked them to do the analysis. Senator Singer said he spoke with them and they think there may be solutions for this. Mr. Morrill asked them to work on it quickly. They are already started working on it. The proposal is for \$17,750.00. Senator Singer explained that even though ammonia is not a problem health wise, it creates a problem with chlorine. It destroys it. It is required by law that there is a residue of chloride in the system so that the water is safe to drink. If there isn't a residual, the water cannot be used. Part of the problem is that these wells are separate and are not coming through the plant where there is a stripper which would solve the problem. It is a deterioration of the well fields themselves because the aquifers are problematic. In general you see that in all aquifers, more chemicals, more iron etc. We are looking at a number of remedies. One remedy might

be to place another stripper some place. It is important to take care of this because these wells have been taken off line. Mr. Flancbaum said that Brick MUA actually found some ammonia present in their Englishtown well in Howell as well. They did know about this prior to us contacting them. Obviously there is something in the aquifer. Mr. Morrill said that the Authority's operators should be commended for the work they did in finding this so quickly. They did quick research and immediately took these wells off line. They were able to do some testing. It has never fallen below a safe level, but it dropped it substantially. They noticed it. The wells can be put back on line and it would be safe with no danger to the public. But we did not want to take any chances that this would continue and then drop below an acceptable level. It was felt that this issue is beyond the Authority's engineering and operations and therefore needed an outside engineer to look at it for a long term solution. Mrs. Lapa read **Resolution # 14-102 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Towbin Avenue Sewer Line Replacement

- Resolution Returning Funds

The Authority received funds from Sudler Development for improvements on the sewer line on Salem Street, which is now Healthcare Way. It was agreed that if the Authority did not do anything within ten years, the Authority would return those funds. The Authority did not have any problems on Healthcare Way with the sanitary sewer. The Authority did try to find a home for these funds, but it did not work out. Mrs. Lapa read **Resolution # 14-103 Return Of Funds Towbin Avenue Sewer Line Replacement.** Motion was made by Mr. Waxman, seconded by Mr. S. Flancbaum. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

4. Wells #5 & #8 Relocations and Redrilling

- Resolution Awarding Change Order #3

This Change Order includes regrading. This is needed because of the New Jersey DEP's casing length requirements. Also the cast iron pipes need to be changed to a stainless steel pump. The amount of the Change Order is \$8,402.50. This still keeps the project under the twenty percent change order threshold. Mrs. Lapa read **Resolution # 14-104 Authorizing Change Order No. 3 Relocation And Redrilling Wells No. 5 And 8.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Repair and Replacement of Sanitary Sewer on Redondo Lane Phase II

- Resolution Ratifying Award of Change Order #4

The amount of the Change Order is \$18,371.00 for extra paving work. Most of this was required by the Township. Senator Singer said it was very good that this rebuilding was done before there was a major problem and failure over there. It would have been extremely difficult then. Mrs. Lapa read **Resolution # 14-105 Authorizing Change Order No. 4 Redondo Lane Sanitary Sewer Phase II.** Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

6. NJAW Temporary Sanitary Sewer Bypass Route 70

- Resolution Awarding Professional Services Contract

New Jersey American Water had a problem with their sanitary sewer on Route 9. They did a temporary correction. They asked the Authority if they can utilize our sanitary sewer on a temporary basis. Mr. Morrill said he told them he will look into it. The Authority asked for a proposal from T&M Associates. T&M Associates would do an analysis to make sure the Authority has adequate capacity to assist them. The proposal received was in the amount of \$4,400.00 which will be reimbursed to the Authority by New Jersey American Water. Mrs. Lapa read **Resolution # 14-106 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et Seq.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Adopted.**

7. Woodlake Sanitary Sewer Improvements Phase 2

Authorization to Bid

This is replacing the sanitary sewer line which is over capacity. Some reimbursement will be received from developers in the area to help pay for this. A motion to authorize to bid for Woodlake Sanitary Sewer Improvements Phase 2, was made by Mr. Waxman and seconded by Mrs. Fish. On a voice vote, all members present voted, "**Aye**". **Motion carried.**

VIII. Attorney's Report

New Jersey Business Systems Lawsuit – Mr. Smith said he has not heard anything at all which he finds concerning. Mr. Smith said at this point he will make a motion to suppress their pleadings for failure to answer interrogatories. Mr. Smith assumes that will cause them to do something. Senator Singer asked if we can ask for summary judgment. Mr. Smith said this is the first step. Senator Singer asked if this is in Ocean County and the judge's name. Mr. Smith said yes it is in Ocean County and the judge's name is Judge Den Uyl. Mr. Smith said he knows him. He is a reasonable and pleasant fellow. Senator Singer said he does not know him. Mr. Smith said a summary judgment is generally not granted until the discovery period is up. Summary judgment is a motion stating there is no dispute, it is the fact. The answer to that is that we do not know if there no dispute because we did not do the whole discovery yet. We did not get interrogatories answered and depositions done. Until the discovery period is up, which is six months, generally summary judgments are not granted.

IX. Executive Director's Report

Mr. Flancbaum introduced Mr. Leon McBride, the new IT Coordinator. Mr. McBride started last week and comes from Plainfield. He has an extensive background in IT. He has been familiarizing himself with the servers, the software and phone system. He met the IT vendor, CSI. Mr. Flancbaum wishes him lots of luck and hope he becomes an integral part of our team.

1. Insurance Claim-42 Crown Circle

Our customer at 42 Crown Circle advised the Authority that their basement was flooded. They attributed the flood to leak in the water meter. The information was forwarded to our insurance company to do the research. They determined that the leak was indeed due to our water meter leaking. The homeowner was sent a check to cover the homeowner's insurance deductible. The Authority also issued a credit to the customer in the amount of \$74.00 for the excess water. Their meter has been replaced with a new meter and integrated into our automated meter reading system.

2. NJUA-JIF Loss Control Report

Site surveys were conducted by J.A. Montgomery Risk Control on August 6, 2014. They went through our New Hampshire Avenue Treatment Plant, Shorrock Avenue Treatment Plant, and the Leisure Village East Pump Station. They not only said that they have no suggestions for improvement, but they actually commended the Authority on the excellent housekeeping. Mr. Flancbaum would like to say a special thanks to Mr. McGregor, the Operations Manager, Mr. Dan Terry and Harry Robbins, the safety coordinator for keeping our facilities in tip top shape. In the report they put in quotes the word "excellent".

3. Salary increase for Rochelle Miller

As discussed previously, when an assistant billing clerk is hired Ms. Miller will become the Billing Department Head. The assistant billing clerk was hired on August 11, 2014. Ms. Miller is doing a great job mentoring the new clerk and the new clerk is doing a great job. At this time Mr. Flancbaum would like to formalize the salary increase of \$5,000.00 as the new Billing Department Head. This increase will be retroactive to August 11, 2014. Senator Singer said that she is doing a great job. She has the department under control. A motion to authorize the \$5,000.00 salary increase for Ms. Miller was made by Mr. Waxman and seconded by Mr. S. Flancbaum. On a voice vote, all members present voted, "**Aye**". **Motion carried.**

4. Resolution awarding contract to Computer Software, Inc. for Firewall Appliances/Network Security

This resolution is ratifying a phone poll. A Request For Proposal opening was held on August 20, 2014. One proposal was received from CSI. The price was \$5,464.20, which is exactly where we thought it would be. A phone poll was conducted on August 21, 2014. Mrs. Lapa read **Resolution # 14-107 Awarding Contract To Computer Software, Inc. For Firewall Appliances/Network Security.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

5. Resolution awarding contract to Electro Maintenance, Inc. for material and labor for installation of (2) variable speed drives at the Shorrock Street Water Treatment Plant

A Request For Proposal opening was held August 20, 2014. Three proposals were received in the range from \$29,730.00 to \$34,222.00. All this work is beneath the threshold so there is flexibility as to who we can be award this contact to. There are various criteria which come into play. Mr. Flancbaum recommends awarding the contract to the second lowest proposal which was only \$170.00 higher than the lowest proposal. Simply because the Authority has dealt with Electro Maintenance before and we know the quality of work they do. They have done a lot of work on the treatment plants. A phone poll was conducted on August 21, 2014. This resolution is ratifying the phone poll. Mrs. Lapa read **Resolution # 14-108 Awarding Contract To Electro Maintenance, Inc. For Material And Labor For Installation Of Two Variable Speed Drives At The Shorrock Street Water Treatment Plant.** Motion was made by Mr. S. Flancbaum, seconded by Mr. Waxman. Mr. Waxman asked Mr. Morrill if he is okay with this. Mr. Morrill said yes. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

6. Resolution renewing membership in the NJUA-JIF

The Authority's current membership expires January 1, 2015. This renewal is for three years and will expire on January 1, 2018. Mrs. Lapa read **Resolution # 14-109 Resolution For Renewal Of Membership In The New Jersey Utilities Authorities Joint Insurance Fund**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

7. Capital budget update

This was discussed earlier in the meeting in the CFO's report. We will be meeting with the budget subcommittee on September 30, 2014.

Mr. Flancbaum had one item to discuss. This came in last night. A proposal was received for remediation for the four main microwave radio links. Mr. Flancbaum said he would like to take a look at it in more depth. The total is \$397,442.68. The price includes remediation of the Authority's four major links which is something that needs to be done as soon as possible. It does not include maintenance and calibration on the peripheral links, the smaller links. It does not include commencement of the final phase of the project to integrate Wells No. 2 and 3. Before any formal recommendations are made to the Commissioners, Mr. Flancbaum would like to take a more in depth look at the proposal. There is a possibility of doing a phone poll to the commissioners to award it. Mr. Waxman asked if maintenance is an option with a locked in price. Mr. Flancbaum said annual maintenance is something that has to be done on the radios themselves, re-alignments, calibrations etc. Mr. Waxman asked if once we are in a contract, are they locked into a price and not open ended. Mr. Flancbaum said we will do an annual maintenance contract with them where we will be locked into a certain price. Senator Singer asked about the peripheral radios. Mr. Flancbaum said that the peripheral radios do not to be changed at this time. They are lower frequency radios and they are working. It was the higher frequency radios that we were having big problems with. This includes a lattice tower and engineering for that tower. The price was provided in conjunction with the actual manufacturer of the radios themselves, Ceragon. Senator Singer asked if this is part of the lawsuit. Mr. Smith said it will be. It is an actual piece of paper with a factual and reasonable estimate on it. Mr. Waxman asked if we have to go out to bid so they do not complain later that we took a high bid. Mr. Flancbaum said that last month the Authority joined the Cooperative Purchasing Network. This is piggybacking on the network and it alleviates the need for a public bid, this way we know who we are dealing with. Senator Singer said it is like a State Contract. Mr. Smith said the Cooperative Purchasing Network is an alternative to public bidding. The philosophy behind it is the network does the work of public bidding by canvassing the available sources and getting the best price and passing onto us. The State of New Jersey has approved it in the statute as an alternate to public bidding.

X. Instrumentation/IT Department Report

1. Shorrock Street pressure transmitter replacements

Mr. Farina stated that we are continuing to replace the process pressure transmitters in the Shorrock Street Water Treatment Plant due to increased failures and being no longer supported by the manufacturer. The units are being replaced with the Rosemount brand, as they are proven to be very reputable and reliable and have become our standardized transmitters, having been already utilized at our News Hampshire Avenue Water Treatment Plant and in our field applications.

2. Shorrock Street chemical feed pump replacements

As our chemical feed pumps at the Shorrock Street Water Treatment Plant have come to the end of their useful life, we have already replaced our potassium permanganate and sodium aluminate pumps with the Watson and Marlow brand, which have proved to be a success so far. We are now in the process of replacing our filtered and finished water sodium hypochlorite pumps with the same, in order to achieve standardization as well. In addition, all the chemical feed pumps at the Shorrock Street Water Treatment Plant will be of the same size and spare part requirement enabling us to keep as minimal types of spare parts as possible and yet cover all of our needs.

3. Shorrock Street Water Treatment Plant control room ceiling

We are now at the point at the Shorrock Street Water Treatment Plant whereas all of the wiring and mechanical work in upper ceiling of the control room is complete allowing us to replace all of the ceiling tiles that were either damaged via the original air conditioning unit that was malfunctioning and the original quality of the ceiling work in the first place. This will now help to restore the aesthetics of the room as well as contain the temperature in the usable space. This will also insure the proper operation of the water quality instrumentation.

4. Shorrock Street Ground Tank Pump VFD's

As Mr. Flancbaum touched on earlier, the Shorrock Street Water Treatment Plant's second pair of VFD replacements that operate the ground tank pumps were awarded to EMI Electrical Contractors. Unfortunately Meridian Property Services who installed the first set of VFDs lost the bid. I have a high degree in confidence in that EMI will execute this job to our satisfaction per their experience and our prior satisfaction with their work at our New Hampshire Avenue Water Treatment Plant project.

5. Microwave radio status update

We are now at the point where we have fully discussed and begun to implement an action plan in order to replace and rehabilitate our microwave radio system. The contractor has their directives and we have now received a formal quotation. Once reviewed and approved by the Authority, it is the contractor's goal to complete the majority of the most critical replacements and repairs prior to the start of the winter weather.

6. Electric current monitoring device implementation

Mr. Farina has begun to install the first of the heavy current monitoring readout devices for the critical equipment. The first application is in the Well No. 7 Pump House. This will insure constant monitoring of current flow to the pump motor and will cease to require personnel from having to take potentially dangerous physical measurements of such. This will result in increased safety and a reduction in manpower by eliminating the need to take routine measurements. The system will eventually be tied into SCADA making it fully automatic and thus warning personnel of imminent problems. Vibration monitoring will also be added to this automatic monitoring sometime in the future.

7. IT current/future agenda

On the IT side, we now have our new IT person, Leon McBride, who is presently getting familiar with our systems and network infrastructure. The plan is to take care of the

issues that have resulted in the absence of our former IT personnel then to go forward with our agenda. One very important item on this agenda is the implementation of our computerized maintenance management system. This will take us further down the road of going paperless; increase our preventive maintenance capabilities and ability to record such events. My department has been in search of a software vendor that can provide a custom fit to our organizations needs and not a one size fits all approach. We have found this in a web based company called E-Maint. They are able to provide us with as little or as much of a resource options as we require. It also allows us to grow at our own pace and comfort zone. I will report regularly on our progress with this tool. Yesterday, I and Mr. McBride had an introduction through a conference call. It is starting to get off the ground. It looks like this system will be a good essential tool for the Authority.

XI. Commissioners' Report

Mr. Sernotti thanked everyone for their help and support.

XII. MEETING OPEN TO THE PUBLIC

There was no response from the public.

XIII. MEETING CLOSED TO THE PUBLIC

XIV. MOTION TO APPROVE THE OPERATING VOUCHERS

A **motion** was made by Mr. Waxman and seconded by Mr. S. Flancbaum to approve the Operating Vouchers in the amended amount of \$614,261.42. Mrs. Fish stepped out of the room and was not present for the vote. On a voice vote, Mr. S. Flancbaum, Mr. Sernotti, Mr. Waxman and Senator Singer voted, "Aye". **Motion passed.**

XV. CLOSED SESSION

XVI. OPEN SESSION

Senator Singer wanted to discuss one more item. Senator Singer would like Mr. Flancbaum to meet with the department heads and start to develop a time line of what they feel their needs will be regarding personnel down the road. At some point the Authority will need Ms. Gaynor to develop a customer service department as opposed to everyone dealing with customers and getting disrupted with what they are doing. Tied into the talks of building expansion, we need to know the personnel needs. The design of the building should be based on the growth factor in all departments. Senator Singer thinks that the IT Department will also grow, because that is the way everything is going. The Authority has to budget for it in the future. Plan each year what needs to be in the budget for that additional personnel.

XVII. ADJOURNMENT

A **motion** was made by Mr. Waxman, seconded by Mrs. Fish to adjourn meeting. On a **voice vote**, all members present voted, "**Aye**". The meeting was adjourned at 10:41 A.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA