



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

October 5, 2021

- I. Senator Singer opened the meeting at 10:00 A.M. via teleconference.
- 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 18, 2021 and The Tri Town News on February 24, 2021 and again in the Asbury Park Press on September 16, 2021 and in the Tri Town News on September 22, 2021.
- III. **Salute to the Flag**
- IV. **Roll Call of Commissioners**
On roll call the following Commissioners were present: Mrs. Miller, Mrs. Fish, Mr. Theibault, Committeeman Lichtenstein, Mr. S. Flancbaum, 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, CFO, 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 held on September 14, 2021, was made by Mrs. Fish and seconded by Mr. Theibault. On **roll call**, all members present voted “Yes”. **Motion Carried.**
- VI. **Chief Financial Officer Report**
 1. Just completed the third quarter internet reporting of contributions also known as IROC to the state. It’s a full reconciliation of the quarter for all pension contributions for all employees including the commissioners.
 2. We have been looking to replace our payroll system. We have been working with Paylocity who I have worked with in the past and they are excellent. We are going to move forward with them. This will provide us with full integration of everything we are dealing with today. It will integrate the payroll system along with time and attendance, vacation, and

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sick time. It will also integrate the time clock for the Operations Dept. Payroll taxes will be taken care of by one company and one platform.

In addition, we will be receiving an HR platform that we don't have today. An HR platform will help us build for the future. We will be able to go paperless on employee reviews as well as roll out harassment training or any other through this platform.

Comes with a lot of canned training programs as well and provides us some HR expertise service we can call if we have any questions for some reference.

As enhancements come out to the system we will get automatic updates.

We will save a lot of money particularly on the people side. We do a lot of manual work on reconciliation-that will go away. We will also integrate with our retirement companies (not the state.)

Senator Singer asks what is the cost to us?

Currently on an annual basis, we are writing about \$4600.00 in checks and ACH's to three different companies. That number will now become \$9800.00 to one company. That's a difference of \$5200.00 on an annual basis but we are picking up the additional functionality on the internal savings of cost-everyone's time and energy, we will come out far ahead of the additional cost.

3. Motion to Approve Operating Vouchers

Motion to approve operating vouchers in the amount of \$442,448.65 was made by Mrs. Fish, seconded by Mr. S. Flancbaum. **On roll call**, all members present voted, "**Yes**" with **noted abstentions. Motion Carried.**

VII. Engineer's Report

1. Route 88 & Boulder Way 4 Townhome Development (Duvie Holdings, LLC-Marcel Gestetner)

- Resolution No. 21-90 Granting Conceptual & Technical Approval
Motion was made by Mr. S. Flancbaum seconded by Mrs. Fish. **On roll call**, all members present voted "**Yes**". **Adopted.**

2. Evergreen Blvd Development (Vermont Equities, LLC-Jacob Lipschitz)

- Resolution No. 21-91 Granting Final Approval
Motion was made by Mr. S. Flancbaum seconded by Mrs. Fish. **On roll call**, all members present voted "**Yes**". **Adopted.**

3. Avenue of the States Retail & Office (Ave of the States Office, LLC & AOTSR, LLC-Yosef Michael & Aaron Mueller)

- Resolution No. 21-92 Releasing Performance Guarantees
Motion was made by Mr. S. Flancbaum, seconded by Mrs. Fish. **On roll call**, all members present voted "**Yes**". **Adopted.**

4. Sanitary Sewer Replacement OLV

- Resolution No. 21-93 Awarding Professional Services Contract
A proposal was received by GTS Consultants for a cost not to exceed \$3,232.00. Motion was made by Mrs. Fish, seconded by Mr. S. Flancabaum. **On roll call, all members present voted “Yes”. Adopted.**
- Resolution No. 21-94 Awarding Professional Services Contract
A proposal was received by Morgan Engineering for a cost not to exceed \$11,200.00. Motion was made by Mrs. Fish, seconded by Mr. Theibault. **On roll call, all members present voted “Yes”. Adopted.**

5. RFQ’s for Engineering Services for Calendar year 2022

- Motion Authorizing Issuance of Request For Qualifications
Motion was made by Mrs. Fish, seconded by Mr. S. Flancabaum. **On roll call, all members present voted “Yes”. Adopted.**

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

VIII. Attorney's Report
Business as usual.

IX. Executive Director’s Report

1. New Payroll & HR System

This was already discussed by the CFO. Thanks to Don & Melissa for all the time and effort put into vetting this new company over the last several months.

2. Resolution No. 21-95 Authorization to enter into a cooperative purchasing agreement with the North Jersey Wastewater Cooperative Pricing System.

This is a cop-op formed by some wastewater treatment facilities in North Jersey and by joining this co-op it’s going to allow us greater purchasing power. Especially when it comes to spare parts & things we need in operations-pumps, motors, things like that. They will be easier to purchase & more readily available.

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

X. Technical Operations Report

Operations Dept:

1. Our new level 2 Treatment Operator background checks are completed, and he is due to start in 2 weeks. We did lose a field representative which we were able to hire a replacement.
2. All the meter pits in the OLV that needed complete rehabs are now completed.

Technical Operations Dept:

3. All SCADA and communications systems are running fine.
4. In our continuing effort to protect against lightning and electrical surge damage we are installing surge protectors to guard our SCADA PLC machine inputs from such hazards. This work is being performed in house.

IT Dept:

5. Leon worked with Alex Pryll from our field operations on getting the Authority's bar-coding program off to a start whereas Alex will be administering the task on his own once his guidance from Leon is complete. Alex is doing very well.
6. Assisted Trane AC contractor in setting up an Admin. heating and cooling alarm to SCADA.

GIS/Cyber-Security Dept:

GIS:

7. Preparing Fire Hydrant data for delivery to the Fire District.
8. Resolving mismatched block and lot data parcels completed by Edmunds.
9. Investigating using GIS through our existing MS Teams communications software.

CyberS:

10. Looking into the Purdue Cybersecurity Apprenticeship Program which would allow training through a US department of Labor approved Apprenticeship program.
11. Completed the research with the next generation of anti-virus solutions and is prepared to present to management.

XI. Commissioners' Report

Mr. Theibault asks if we have any idea when we will be coming back to face-to-face meetings.

Senator Singer explains that we are following the direction of the Township Committee. Committeeman Lichtenstien added that the Mayor is making the decision and once Ray decides, we will all know at the same time.

Mr. Theibault asked if once we are back, will he still be able to call in or does he have to come face-to-face.

Senator Singer responds with, at some point the state is going to end this, we are on Executive Order now. Legally, we cannot do the meeting non face-to-face if it weren't for the Executive Order. When we come back, you will need to be here in person. In normal times you cannot call in and vote on the Township, or an MUA, or any of the boards. Mr. Pfeffer confirmed this information is correct.

XII. MEETING OPEN TO THE PUBLIC

XIII. MEETING CLOSED TO THE PUBLIC

XIV. ADJOURNMENT

A **motion** was made by Mrs. Fish, seconded by Mr. S. Flancbaum to adjourn meeting. **On roll call**, all members present voted “**Yes**”. The meeting was adjourned at 10:26 A.M.

Respectfully submitted,

Robyn Gray,
Secretary, LTMUA