



Board of Commissioners

Senator Robert Singer, Chairman

Raymond Coles, Vice Chairman

Anne Fish, Treasurer

Samuel Flancabaum, Assistant Secretary

Michael Sernotti, Commissioner

Craig Theibault, Alt. Commissioner

P. G. Waxman, Commissioner

THE LAKEWOOD TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Regular Meeting Minutes

February 3, 2015

- I. Senator Singer opened the meeting at 2:19 P.M. in the Conference Room of the Lakewood Township Municipal Utilities Authority, 390 New Hampshire Avenue, Lakewood, New Jersey immediately following the Annual Reorganization Meeting.
- 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. Flancabaum, Mr. Sernotti, Mr. Waxman, Mrs. Fish and Senator Singer. Mr. S. Flancabaum was seated as an alternate. The following professionals and key personnel were present: Mr. Norman Smith, Esq., Mr. Gerwin Bauer Jr., Auditor, Mr. Justin Flancabaum, 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 January 6, 2015, was made by Mr. Sernotti and seconded by Mr. Waxman. On a **voice vote**, all members present voted, "**Aye**". **Motion carried.**
- VI. **Chief Financial Officer Report**
 1. **Financial Results Review For Period Ending January 31, 2015**
The Authority net position for the period ending January 31, 2015 is \$512,000.00 which is \$48,000.00 ahead of the Year To Date Budget through January of \$464,000.00. The primary driver of the favorability is lower than budgeted operating expenses driven by lower water purchased. The Authority Operating Revenues is approximately

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\$2,000,000.00 as of January 31, 2015, which is slightly higher than the budget. The Authority had non-recurring connection fees to date of \$103,000.00 driven by fees of \$80,000.00 that were paid in advance by Quick Check on Cedar Bridge Avenue to lock in the current rate. This favorability is being offset by lower residential and commercial services fees.

2. 457B Plan Resolution for Mass Mutual addition

The Authority currently has two 457B Deferred Compensation Plans with Great-West Life & Insurance Company and Nationwide Retirement Solutions. We would like to also bring on board Emerald Financial which is part of Mass Mutual to provide an additional choice to our employees. Mr. Flancbaum and Mr. Rappoccio met with the team from Emerald Financial. They have a good set of products for the employees and it gives the employees another option for their retirement accounts. The gentlemen from the firm seemed very educated and able to help the employees with decision making. This is no cost to the Authority. Mrs. Lapa read **Resolution # 15-14 Adopting An Additional Deferred Compensation Plan Company**. Motion was made by Mr. Waxman, seconded by Mr. S. Flancbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Annual Audit Update

The Annual Audit has been moving along nicely. Mr. Bauer and his team have been on site for two days last week. As of today there have been no findings or concerns that have been brought to mine or Mr. Flancbaum's attention. Mr. Bauer said that everything is going well and Mr. Rappoccio has been a great help in all the aspects that he is involved in.

Senator Singer questioned the lower commercial and residential service revenue. Is there any reason for it? Mr. Flancbaum said it is a seasonal factor. In the winter irrigation systems are not in use. Senator Singer asked how come the budget was not adjusted for that. Mr. Flancbaum said that the budget is an annualized budget. Mr. Rappoccio said the budget is straight-lined. It is assumed that in the summer months it will be higher than actual budget. Right now the Authority does not have the tools to make a budget individual month by month.

4. Billing Update

The Billing Department is doing an excellent job. They continue to get the bills out within the first week of the month which is a great accomplishment from where we were last year. Not only is the team keeping up with their day to day work related to billing but they continue to research and correct numerous accounts with issues such as metering. This includes both under and over billing through research and analysis. Accounts are being corrected and they are doing a great job with it. Senator Singer wanted to know the status of these accounts. Mr. Rappoccio said he thinks that they are close to the end. There is a list of accounts that need looking into. That list is getting down to close to seventy five accounts and they are being knocked off as they are being gone through. Out of over 8,000 accounts, there are seventy five that are still being looked into. Senator Singer wanted to know if there is any way to streamline the system to make it less cumbersome or are we just stuck with it. Mr. Rappoccio said it has improved leaps and bounds in the ten months that he has been with the Authority. Ms. Miller and Ms. Stansbury have come up to speed. Edmunds is coming out with some upgrades that will

have some enhancements. There is definitely room for improvement still, but it is progressing. Senator Singer said unfortunately there is not too much out there. He is surprised that more of the agencies have not complained. This is a cumbersome product. Mr. Flancbaum said that most of the public agencies are just starting to get into it while the Authority has had it for several years. Senator Singer asked what they do. Mr. Flancbaum said they do manual billing. The private agencies use a similar system to us. The public agencies either do the drive by or walk by digital read. Sensus is also coming out with an upgrade in 2015, which was budgeted for. That could make it easier for the Authority. Mr. Flancbaum said that the Authority is getting ready to finalize the meter upgrade project. We are going to move into Phase Three and then it will be finished.

VII. Engineer's Report

1. Cedarwood Hills

- Resolution Granting Final Approval

This approval is conditioned on the GTS review letter dated January 26, 2015. Senator Singer said will not participate in this vote for granting final approval and handed the gavel over to Mr. Waxman. Mrs. Lapa read **Resolution # 15-15 Grant Of Final Approval Cedarwood Hills On-Site and Off-Site Water And Sanitary Sewer Extension**. Motion was made by Mr. Sernotti, seconded by Mrs. Fish. On a **voice vote**, all members present voted, "**Aye**". **Adopted**.

Mr. Waxman handed the gavel back to Senator Singer.

2. Shenandoah Manor

- Resolution Reducing and Releasing Performance Guarantees

There are four guarantees that are being held. The details are in a letter dated January 29, 2015. The two small guarantees will be released and the two larger guarantees will be reduced to seventy percent. This is conditioned on the items detailed in the Authority's letter dated January 29, 2015. Mr. Waxman asked Mr. Morrill if he is comfortable with recommending it. Mr. Morrill said yes. Mrs. Lapa read **Resolution # 15-16 Reducing And Releasing Performance Guarantees Water And Sanitary Sewer Systems Shenandoah Manor**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

3. Lakewood Toyota Dealership

- Resolution Releasing Performance Guarantees

The release is conditioned upon the items detailed in the Authority's letter of January 29, 2015. The Authority is still holding the Performance Guarantee and recommending release. It is two years since the project has been completed. Since it has been in operation for over two years, the Authority is waiving the requirement for a Maintenance Guarantee. Mr. Smith said that one of the conditions in the letter of the Performance Guarantees is that they were supposed to give the Authority an easement. Mr. Smith prepared a deed and sent it to them. They sent it back signed. It is missing several niceties like a notary and names printed below illegible signatures etc. Mr. Smith sent it back with a note of what needs to be done. This is one of the conditions for the release. Mrs. Lapa read **Resolution # 15-17 Release Of Performance Guarantee Lakewood Toyota Expansion**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

4. Old Pine Acres Gravity Sewer Line

- Resolution Awarding Professional Services Contract
- Resolution Awarding Professional Services Contract

These two resolutions are awarding contracts to CME. The first is based on CME's proposal of January 12, 2015. The second is based on the letter of January 28, 2015. This is a proposal for investigating the idea if the Authority can build a gravity sanitary sewer line along Oberlin Avenue that will eliminate the need for pump stations in the area. Right now the developments in this area would be required to build a multitude of small pump stations which the Authority would attempt to not own. That is very dangerous because when the developer realizes the costs involved, the next thing is that the Authority ends up owning them. Mr. Morrill said that what he is trying to do is to come up with a proposal that the Authority can entice the developers to work together with the Authority to build a gravity sanitary sewer. It is approximately a \$2,000,000.00 project. Mr. Flanca said that there are four developments that have come to the Authority at this time. There is a single family detached development of approximately sixty residential units, a school, a hotel and two office buildings. The Authority is telling the residential development instead of building your own pump station, put that money towards the construction of the gravity line. Mr. Waxman asked if we can force them. Mr. Flanca said he thinks it will make financial sense for them to do it. Instead of the hotel and office buildings building their own internal lift stations they can put that money towards this line. The estimated cost of the lift stations are \$50,000 to \$75,000 each plus maintenance. This line would benefit the entire area. There was a discussion of where this project is located. Mr. Morrill said that this is the Pine Street area. On the old maps this area is called Pine Acres and that is how we refer to it. Mr. Smith said that he is impressed with Mr. Morrill. Mr. Morrill looked at everyone's individual plans and in his mind he instantaneously visualized a way to solve everyone's problems. Mrs. Fish asked where the hotel is being built. Senator Singer said it is being built on the corner of Pine Street and New Hampshire Avenue. Mrs. Fish asked who is building it. Senator Singer said the Mr. Jack Mueller of Cedarbridge is selling it. There is a list of several developments that is on the Cedarbridge property that is being sold. Some of the development will face Pine Street and some have not decided yet which way they will face. These developments are on Pine Street on the side of the Blue Claws Stadium. The developer for the hotel knows that there is a history of one of the hotel owners locally, that sues whenever a hotel is opened in this area. So they are expecting that they will be sued and there will be a delay. This particular hotel owner likes to sue so he delays the opening of his competitor. The office buildings are large and first class office building. It will be a nice area of development around the Blue Claws Stadium. They will probably use the overflow lot of the Blue Claws for additional parking. Mr. Morrill said that the first resolution is simply for \$2,500.00 for the first proposal. The second resolution is for approving task one which is the fair share cost estimates for each development in the amount of \$2,900.00. The additional monies for Task 2-A, B & C are not in the resolution for approval until the first phase is done and discuss it with the developers. Mrs. Lapa read **Resolution # 15-18 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted.** Mrs. Lapa read **Resolution # 15-19 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et. Seq.**

Motion was made by Mr. Waxman, seconded by Mr. Sernotti. On **voice vote**, all members present voted, "**Aye**". **Adopted**.

Mr. Morrill added on one item to his agenda.

5. Microwave Radios-Ceragon Contract

This is a change order for the Ceragon Contract that was adopted by the Authority in December. The Ceragon proposal accepted was for approximately \$480,000.00. They had two items listed in the proposal that the Authority did not approve at that time. The Authority has been working with Ceragon on those two items. We have met and discussed it with them. The smaller one is for \$5,209.00 for the cost to replace all the old cables when putting up the new radios. This is just for the cost of the installation. Ceragon has agreed to give the Authority the cable at no cost. It is in their best interest not to have any problems with the new radios. Mr. Morrill strongly recommends that change which provides new cabling for the radios being installed. The other addition would be a tower survey which amounts to \$34,251.00. This is a cost not to exceed. This involves crane rentals to establish the exact heights of the towers and poles needed to service all the remote sites. The Authority asked them to expand it. Mr. Morrill thinks that we can get the price down. Mr. Morrill would like to have a resolution passed by title today and he will have the exact amount at next month's meeting, but it will be less than the total of both change order amounts of \$39,460.00. Senator Singer questioned why it was not in the original contract. Mr. Morrill said it was in the original contract but the Authority did not approve it because we did not talk with them about the finite details of exactly what was going to be involved. It was attached to the contract but we only approved the front part of the contract, not these changes. Senator Singer asked if we knew that we had to do this why were we not told about it when we approved the original contract. Mr. Flancbaum said that Mr. Farina can explain. Mr. Farina said that the Authority was trying to reduce the poles that we had installed by the previous contractor. While expending so much money on this one tower that will be constructed at Shorrock Street we figured let us see if we can make the most of it and make all the remote stations talk to this one tower instead of down the road putting in additional towers. Upon having that discussion, it was decided that due to the great expense of having cranes out there let's try to make the most of this one visit and do all the analyzing at one time. When it comes to the remote sites we will know whether or not a tower will have to be put up. Senator Singer asked if the water tanks can be used as towers. Mr. Farina said that we are using them as well. Mr. Morrill said that wherever we have tanks, we are using them. Well No. 2 sits in a hole, Well No. 3 sits by itself in Industrial Park, Leisure Village East Pump Station is in a hole and County Line Manor Pump Station is a remote site. We will attempt to do as much as this in-house. Mr. Flancbaum said that we put in the original contract remediation of what we have now, not these sites. But once we are doing the work, we might as well do it now and see what the plan down the road should be. Mr. Flancbaum recommended that as opposed to passing a resolution by title, can the Commissioners give authorization to move forward not to exceed \$39,000.00. Mr. Smith said the amount should be \$40,000.00 as the actual amount is \$39,460.00. A **motion** was made by Mr. Waxman and seconded by Mr. S. Flancbaum to authorize going forward with the microwave radio not to exceed \$40,000.00. On **roll call**, all members present voted, "**Yes**". **Motion passed**.

VIII. Attorney's Report

New Jersey Business Systems Lawsuit – Mr. Smith said he had depositions scheduled and the attorney for the insurance company called and made a conference call between him, me and the Judge on the eve of the first deposition. Mr. Smith explained that first you do interrogatories and get written answers to the questions. When you get that information you have a deposition where you use their written answers as a basis for further inquiry. The lawyer profusely apologized to the court and to me and said that after reviewing matters with his client, the interrogatory answers that were provided were incorrect and failed to supply correct answers. All agreed to move the depositions a couple of weeks later while the lawyer prepares amended answers to the interrogatories. Senator Singer said does that mean that they realize now that they are in trouble with the answers and they want to fix it. Mr. Smith said that is the way he sees it. Senator Singer said that that should be duly noted in court. Mr. Smith said it can and it will certainly be fodder at the deposition. He will certainly examine this whole area in depth. Senator Singer said that he should mention that the price tag is going up as there are more delays. Mr. Smith said it is a good point, he will make it.

IX. Executive Director's Report

1. Resolution Awarding Contract to LookFirst Technology, LLC for Total Care Agreement 2015

LookFirst Technology, formerly known as Computer Software, Inc. has been the IT Consultant for the Authority for many years. The contract for 2015 is in the amount of \$14,541.96. It has gone up \$285.00 since last year, but the Authority has more equipment and software. It includes management of application and file servers, remote server monitoring, end-user software support and anti-virus support. Mrs. Lapa read **Resolution # 15-20 Awarding Contract To LookFirst Technology, LLC For Technical Support And Maintenance Of Computer Hardware And Operating Systems.** Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

2. Resolution Awarding Contract to Edmunds & Associates, Inc. for software maintenance for 2015

The hardware component was taken out of their contract. The scanners had maintenance with them in the past but our new IT employee said that we no longer need it. They held the same software price as last year for \$9,724.00. Mrs. Lapa read **Resolution # 15-21 Awarding Contract To Edmunds And Associates, Inc. For Computer Software And Hardware Maintenance 2015.** Motion was made by Mr. Sernotti, seconded by Mr. S. Flancbaum. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

3. Solar PV System

There was a map up on the screen. Mr. Flancbaum met with T&M Associates and received a report from them for our Solar PV System that is being proposed. The report looked very good. The estimated savings to the Authority over a fifteen year period comparing what is paid now per kilowatt hour and what type of savings could be expected with a PV System through what is called through a PPA, Power Purchasing Agreement. The estimated savings is anywhere from \$300,000 to \$670,000 over a fifteen year period. Mr. Flancbaum showed on the map which area would be cleared for the PV panels. This would provide the Authority with all its energy needs. The area is when you drive into the complex on the right. Mr. Flancbaum said at the meeting they

discussed saving an area for future expansion. The area will be cleared but will not have any panels. Mr. Waxman asked what the advantage of clearing is. Mr. Flancbaum said to clear it at one time. Senator Singer said it may be used for additional parking. Mr. Flancbaum said that the storage shed may have to be moved so then it can be put there. The next step would be for T&M Associates to prepare construction documents and bid documents. They have proposed to provide these services for \$26,000.00. That would be the final out of pocket cost for the Authority. They are proposing construction observation and contract administration for \$42,000.00 that would be included in the bid to be paid for by the solar developer. Mr. Flancbaum would like to go forward with the contract documents and to prepare the bid service documents. They say if it gets moving now, it can be up by the end of the year. Mr. Theibault wanted to know how long it will take till the Authority reaps benefits. Mr. Flancbaum said immediately. Mr. Theibault asked how long it will take till it balances out. Mr. Flancbaum said very quickly. The only expense out of pocket for the Authority is approximately \$9,000.00 that was spent with T&M Associates so far and the \$26,000.00 for the resolution passed today. This should be recognized over two years. Senator Singer said just as Mr. Theibault questioned, he would like in the future the accounting department to do an analysis up front so that we would know when the break-even is. Senator Singer asked that it gets emailed to the commissioners. Senator Singer said he finds it hard to believe that this is the only expense. There has got to be something else which we will find out later. The savings will be approximately \$300,000.00 over fifteen years, which is approximately \$20,000.00 a year. Mrs. Lapa read **Resolution # 15-22 Awarding Professional Services Contract Without Public Bidding Pursuant To N.J.S.A. 40A:11-4.1 Et. Seq.** Motion was made by Mr. Waxman, seconded by Mr. Sernotti. On **voice vote**, all members present voted, "**Aye**". **Adopted.**

4. Personnel Committee

Mr. Flancbaum would like to have a personnel committee meeting this month to look at salaries of the newer position that were incorporated over the last year or two such as the IT positions. The committee should make sure that the Authority is compensating these employees within industry standards. Mr. Flancbaum said he will compile some information and give it to the personnel committee this month for them to review the information and come back to the Board next month with some figures. Senator Singer said that this should be done on an annual basis.

Mr. Flancbaum added two items.

Compliance Evaluation

The New Jersey DEP performed a Compliance Evaluation in October. The Authority received the report last week. The Authority is in full compliance. They evaluated the New Hampshire Avenue Facility. Senator Singer said that it should go up on the Authority's website. Mr. Flancbaum said he will have it put in the News section of the website. Mr. Flancbaum thanked Mr. McGregor and his staff for a job well done.

Mr. Flancbaum wanted to inform the commissioners that after next month's meeting in March, we will be having the Elected Officials Seminar. For every commissioner that attends, the Authority gets a \$250 insurance premium credit.

Senator Singer congratulated Mr. Flancbaum on the birth of a baby boy.

X. Instrumentation/IT Department Report

1. SCADA Progress

SCADA work at the Shorrock Street Water Plant is progressing well and our integrator Bob Calabrese has informed us that a one or two week shutdown of the plant is not necessary. Testing of the filters and other equipment can be done in smaller shutdown increments of partial or up to a full day plant shutdown. This gives us much more ease in testing with little to no restrictions and will have a smaller impact on the plant should we be testing in the high demand season.

2. Security changes

As per the direction of the Executive Director, starting Friday January 16, 2015 we began changing the security alarm system codes for the Administration Building and the Operations Buildings assigning them separate code numbers. They will be changed from time to time as per the Executive Directors orders. Senator Singer congratulated Mr. Farina on this. This is a recommendation on security in general. Keeping the same codes is a bad idea. Mr. Farina said that separate security code numbers are being provided for the cleaning crew. We have also been directed to negate the crew from entering any of the facilities buildings for cleaning purposes other than the Administration Building for the foreseeable future. Senator Singer said that we should have the cleaning crew come in by day during working hours. Mr. Flancbaum said that is what we will be doing. Mr. Farina said that his department is also working on a program that will send out a message every three months to all employees using Authority computers instructing them that it is time to change their passwords. A time frame of 15 days will commence from that message and count down from there on a daily basis to serve as a daily reminder until the employee's password is changed. Failure to execute a change in password in the time allotted will result in the employee being locked out of their computer and having to seek their supervisor's intervention. Senator Singer asked if the computers are being shut down at night. Mr. Flancbaum said that the computers lock down after a few minutes and are passworded. Mr. Farina said that along with that original message will be strong password creation suggestion box as well.

3. Radio/Antenna vendor meeting

On Thursday, January 29, 2015 we had our radio/antenna re-construction kickoff meeting with the contractor LTW. This took place to insure that the Authority and the contractor were in full agreement as to how this effort will proceed. Also to make certain what facilitation we must provide in terms of assistance and equipment installation as well as exactly what responsibilities will be expected from the contractor. The Authority and the contractor have already agreed upon having a status and or progress meeting held at the discretion of the Authority when we feel it is necessary. This will insure our complete control of the project. We were able to meet all the contractors' pertinent people that will be involved with our project and with whom we can go to for specific needs as well as their contact information. The proposed time line given to us in writing at this meeting states that all of the radio/antenna system's main hub will be installed, tested and functional by February 25th 2015, weather providing. The Shorrock Street radio tower will be engineered, constructed, acceptance tested and have the new radio's switched from the pole to the tower and the initial project closed out by June 18, 2015. Along with the documented time line, we received two binders of equipment and testing procedure submittals which must be reviewed by my department and the engineering department and signed off by us prior to the project proceeding further.

4. Going paperless efforts

With our continuing efforts to go paperless, we are now in the process of eliminating the Authorities Human Resources and leave approval paperwork. We are looking into a couple of different avenues such as attempting to create an "in house" program or using a vendor's software. There are several software providers out there and we are investigating their costs and what beneficial services they can provide.

5. CMMS Progress

We are approximately seventy percent complete with the development work in regards to being able to launch our computerized maintenance management system.

6. Service Agreement Status

Our IT service agreement status's are as follows: Copier and printers are still in progress and also the telephone is still in progress.

7. Website Alert System Progress

The Website Alert System is at seventy percent completion. We are continuing to work with Duvys Media Development.

XI. Commissioners' Report

Mr. Theibault wanted to know when the Verizon tower will be up and running. Mr. Flancbaum said that they got the building permit about three weeks ago. Their first rent check was received last week. There is a pre-con meeting scheduled with them on February 11th or 18th. Mr. Theibault asked if there is there a time when they will be operational. Mr. Morrill said in about four months. Mr. S. Flancbaum asked how much the rent check is. Mr. Flancbaum said the rent check is \$2,500.00 per month.

Senator Singer asked Mr. Theibault to look into the trees that are being taken down here. Mr. Theibault said he was thinking about this. Also is there some possibility to buffer at least from New Hampshire Avenue so that passersby don't only see a bunch of mirrors, possibly to use evergreens as a buffer. Mr. Flancbaum said sure. Senator Singer said that perhaps we can take a dozen trees from in front and Mr. Theibault should advise where it should be put. Once everything is in place we can do other planting. Senator Singer would like to replant as much as possible. Mr. Theibault said that the planting would have to be done so that it does not conflict with the mirrors. Senator Singer asked Mr. Theibault if he can be on top of this project. Mr. Theibault said he would like to get a set of the plans. Mr. Theibault figures that there will be a chain link fence. Mr. Waxman said that the fence should be after the trees. It should not be visible from New Hampshire Avenue. Senator Singer said he wants to maximize the solar.

Mr. Flancbaum added that there is a resolution giving the old printer to the Township. The Township informed the Authority yesterday that they will take it. Mrs. Lapa read **Resolution # 15-23 Authorizing The Disposal Of Surplus Property**. Motion was made by Mr. Waxman, seconded by Mrs. Fish. On **voice vote**, all members present voted, "Aye". **Adopted**.

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. Sernotti to approve the Operating Vouchers in the amended amount of \$586,130.15. The additions were for Water Works Supply, Mr. Smith and Construction List addition. On **voice vote**, all members present voted, "**Aye**". **Motion passed.**

XV. CLOSED SESSION

XVI. OPEN SESSION

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 3:06 P.M.

Respectfully submitted,

Nancy Lapa,
Secretary, LTMUA